

**UNITED STATES ARMY  
LOGISTICS MANAGEMENT COLLEGE  
FORT LEE, VIRGINIA 23801-1705**

## **WORKBOOK**

### **DRMS World Wide Web**



*"Educational Excellence for Tomorrow's Defense"*

## TABLE OF CONTENTS

Preface	pg. 3
Introduction	pg. 4
Terminology	pg. 5
DRMS Home Page	pg. 8
DRMS Internal Pages	pg. 9
RTD Pages	pg. 13
Marketing Pages	pg. 27
Environmental Pages	pg. 33
E-mail Etiquette	pg. 44
Proficiency Test	pg. 47

## **Preface.**

1. **Purpose.** The purpose of this orientation is to provide an overview of the World Wide Web and how it is currently used by DRMS.
2. **Scope.** The Defense Reutilization and Marketing Service (DRMS) provides disposal services to all activities of DoD and numerous other Federal agencies worldwide. The use of technology in accomplishing their mission will be explained within this study period.
3. **Learning Outcomes Desired.** After completion of this study period, you should be able to:
  - a. Recognize the purpose and objective of the World Wide Web.
  - b. Describe the actions required by DoD activities to obtain information from the DRMS Web Site.
  - c. Describe the physical layout of the DRMS Web Site.

## **Introduction.**

This DRMS Web/Internet Study Guide is not meant to be all-inclusive. It is meant to be a beginner's guide to get you started and to familiarize you with what the DRMS Web Site offers you and the DRMS customer. This guide also includes some of the rules DLA/DRMS employees must be aware of in order to effectively use the Internet and the DRMS Web Site. It also contains information that may help to answer some questions about utilizing the Internet. In the back of this Study Guide is a test. During this Study Period, it is mandatory that time be allowed for all participants to take the test. This test is not meant to be graded but rather to test your knowledge of the DRMS Web Site.

The World Wide Web (known as “WWW”, “Web”, or “W3”) contains network-accessible information that allows DRMS to access a broader customer base to fulfill the reutilization, transfer, donation, and sales mission. It is also used to provide training to personnel who otherwise might not receive it. Through the use of hypertext and multimedia techniques, the web is easy for anyone to roam, browse, and contribute to. The WWW project, started by Tim Berners-Lee while at CERN (the European Laboratory for Particle Physics), seeks to build a “distributed hypermedia system.” The web is a large collection of documents that can be accessed anywhere in the world.

Most documents on the WWW are written in a simple “markup language” called HTML, which stands for Hypertext Markup Language. Most documents on the web contain hypertext. The advantage of hypertext is that in a hypertext document, if you want more information about a particular subject mentioned, you can usually “just click on it” to read further detail. Hypertext is text with pointers to other text. Hypermedia is a superset of hypertext—it is any medium with pointers to other media. Documents can be and often are linked to other documents by completely different authors or activities. Hypertext might not display a text file, but might display images and/or animations, or sound, and sometimes video.

DRMS went live with its Web Site in the Spring of 1994. It provided instant access worldwide to anyone wishing to learn about DRMS. By the fall of 1995, you could search the DRMS database for property. This gave reutilization, transfer, donation, and sales customers access to the billions of dollars worth of excess/surplus inventory. In 1996, DRMS added digital pictures to their web page to help DRMS customers visualize and understand property characteristics and condition. Military Standard Requisitioning and Issue Procedures, or MILSTRIP, a standard method of ordering property in the DoD supply system was added in the Spring of 1996. Capability to search the DRMS inventory, and the DLIS FEDLOG, where customers can get descriptions of property by simply clicking on a National Stock Number (NSN) was available in the summer of 1997. 1998 brought the enhancement of photos and text, Federal Logistics Information System (FLIS) and FLIS Plus, and MIDAS history reporting, a method providing the generator with the ability to access DTID history reports, interactive email reports, and other static or periodic reports.

DRMS must integrate information, technology, and information systems to the maximum extent possible to become the reuse, recycling, and disposal provider of choice. DRMS is the Recycling Control Point (RCP) for DoD. Although today, less than 10% of all property is received in place through electronic interface, more will be received that way in the future.

Almost every government agency uses the Internet extensively. It enables agencies to exchange information, allows employees to research information, makes services available to the public and more. More importantly to DRMS personnel is how the government uses DRMS and the Internet.

What makes the Internet so powerful is information sharing. As the DRMS Web Site stands today, in less than a minute you can scan the DRMS worldwide inventory and get complete descriptions, location, condition codes, and more, for any NSN. It is safe to say that DRMS is one of the leaders in the Federal Government, DoD and DLA in web technology and it continues to improve.

### **Terminology:**

**URL.** Universal (or Uniform) Resource Locator. This is the address located in the Location/Address/Netsite line in your browser. To get to the DRMS Web Site, you would type in the URL, <http://www.drms.dla.mil>. This is pretty much like your home address. When people ask, where do you live, you give your address.

**Search Engines.** On the WWW, a search engine has three parts:

- A spider (also called a "crawler" or a "bot") that goes to every page or representative pages on every Web site that wants to be searchable and reads it, using hypertext links on each page to discover and read a site's other pages.
- A program that creates a huge index (sometimes called a "catalog") from the pages that have been read.
- A program that receives your search request, compares it to the entries in the index, and returns results to you.

**Firewalls:** A firewall is a set of related programs, located at a network gateway server that protects the resources of a private network from users from other networks. Basically, a firewall, working closely with a router program, filters all network packets to determine whether to forward them toward their destination. A firewall also includes or works with a proxy server that makes network requests on behalf of workstation users. A firewall is often installed in a specially designated computer separate from the rest of the network so that no incoming request can get directly at private network resources.

There are a number of firewall screening methods. A simple one is to screen requests to make sure they come from acceptable (previously identified) domain names and Internet Protocol (IP) addresses. For mobile users, firewalls allow remote access in to the private network by the use of secure logon procedures and authentication certificates. If you

encounter a firewall, it means the site you are trying to access has their site protected, preventing access to a computer or computer addresses not previously identified as authorized to have access to their site. In this case, you need to contact the site and ask for authorization.

**PDF.** Portable Document Format. PDF, is a universal electronic publishing medium, allowing artists, editors, and designers to work together in a PDF workflow. Automatically installed plug-ins let you use industry-standard graphics-editing tools such as Adobe Photoshop® and Illustrator® to work inside PDF documents. A simple save posts the sophisticated results directly into the PDF document, snapped exactly back into place. This ability to use the most popular graphics tools on the graphic objects within PDF files makes the Portable Document Format itself a much more dynamic medium.

In order to read PDF documents, you must have the PDF Reader. With the reader, you can do just that. Read PDF documents. You can get the Reader by going to: [www.adobe.com](http://www.adobe.com) and download it from there. Downloading the reader is free and the instructions are self-explanatory. Also, you will find that the links provided for you on the DRMS Web Site take you to Adobe so that you don't have to remember where the link is or remember the URL. If you encounter problems downloading and installing current versions of Adobe Reader, contact the DRMS Help Desk, (DSN) 932-4999.

In order to write Word documents to PDF, the Writer is required. The Adobe Writer is not free and is a licensed software package, which must be purchased and the copy registered with the vendor.

### **Use of Government Equipment - Policies/Regulations/Procedures.**

DRMS has web accessible publications related to security and ethics issues concerning the use of government IT equipment. These can be located on DRMS Homepage, DRMS Internal, Security.

DRMS policy, DRMS-D 5200.5, Web/Internet Policy, deals with using the Internet, government equipment, or resources whether on official or personal time. This directive spells out what you can, or can not do on the web. You can access this policy from the DRMS Security web pages or by going to DRMS Homepage, DRMS Internal, Publications, Numerical, then scroll down to DRMS-D 5200.5, Web/Internet Policy. This directive applies to all offices/directorates of HQ DRMS and all DRMS Field activities. This Directive also addresses other publications relating to the use of government equipment or resources. Other policies and regulations for AIS and Internet use are listed below along with the URL where they are located. As a government employee, it is good practice to become familiar with the following regulations.

- DLAR 5200.17 - Security Requirements for Automated Information and Telecommunications Systems  
[http://www.dlaps.hq.dla.mil/dynaweb/dlaps/dlareg/@Generic\\_BookView](http://www.dlaps.hq.dla.mil/dynaweb/dlaps/dlareg/@Generic_BookView)

- DoDD 5200.28 - Security Requirements for Automated Information Systems (AISs) - <http://web7.whs.osd.mil/pdf/d520028p.pdf>
- DLA Internet Policy, May 1997- DLA INTERNET POLICY, 1 May 1997 This document rescinds CIO-Letter 96-4, dated August 16, 1996  
<http://www.dla.mil/library.htm>
- DLA Policy on Disseminating and Obtaining Information Via the Internet and World Wide Web, Intranets and Electronic Mail <http://www.cio.dla.mil/>
- DLAR 1406.1 - Maintaining Discipline-  
[http://www.dlaps.hq.dla.mil/dynaweb/dlaps/dlareg/@Generic\\_BookView](http://www.dlaps.hq.dla.mil/dynaweb/dlaps/dlareg/@Generic_BookView)
- Department of Defense, Web Site Administration, December 7, 1998  
[http://www.defenselink.mil/admin/dod\\_web\\_policy\\_12071998.pdf](http://www.defenselink.mil/admin/dod_web_policy_12071998.pdf)
- DLIS-R Mandatory Records Management Briefing, Managing Information as Records states that federal regulation now requires all DLA employees to be reminded annually of Agency record keeping policies (*36 CFR 1222.20(9)*). This briefing describes what information is considered to be a record. It covers memorandums, letters, email and other sources of media.

## DRMS Web Site Home Page.

The best way to understand how to use the DRMS Web Site is to access it. The DRMS Web Site address is <http://www.drms.com> or <http://www.drms.dla.mil>. The .com address was set up to stress communications with commercial firms and individuals and to show them the DRMS services 24 hours a day. The .mil address was the first to be set up for DoD users. Both military and civilian customers can access the DRMS web site through the .mil address.



*I am Private Company or Individual* option on the Homepage provides information to DRMS sales customers. Anyone, whether public or government, with access to the Internet can access these pages. The Marketing section of the DRMS Web Site will be discussed in more detail later in this study period.

*I am Government, Nonprofit, or Public Service Agency* option on the Homepage provides information to DRMS military and Government RTD customers. Public customers can access information posted to these pages but can not use the functions for requesting property. They do however have the opportunity to view property that may be placed in



"Sale" status if it survives the RTD process. The Reutilization section of the DRMS Web Site will be discussed in more detail later in this study period.

From the home page, customers can also link to pages concerning Web Site Awards, Procurement, Environmental, and Press Releases.

### **DRMS Internal Web Site. (Intranet).**

The DRMS Internal pages can be accessed by all DLA activities. The intranet pages contain information about DRMS and its business. In order to access these pages, you must be coming in from a .dla.mil address. If you know that you are and have problems accessing the Internal pages, it may be due to encountering a security firewall. Questions may be directed to the DRMS HelpDesk at (DSN) 932-4999.

Changes to the DRMS Web Site are done on a daily basis. DRMS utilizes the scroll bar on the DRMS Internal to advise our internal user of changes affecting the DRMS business. Changes affecting DRMS customers are posted in their appropriate areas. Some of these areas are Command, Procurement, Environmental, DEMIL, Public Affairs, etc. DRMS webmasters and their content providers strive to provide accurate and up to date information. They also welcome input from you on how to improve the service the DRMS Web Site provides. Suggestions and comments may be sent to [webmaster@drms.dla.mil](mailto:webmaster@drms.dla.mil).

The intranet also provides authorized software download to be performed by its internal users. These downloads are provided by DRMS-CCS and reside under the Technical Support option. This area, known as DRMS-CCS Technical Support Office, also provides other areas of information to DRMS personnel.

One of the most popular features of the Command section of the DRMS Intranet is the Commanders Forum.

### **Commander's Forum**

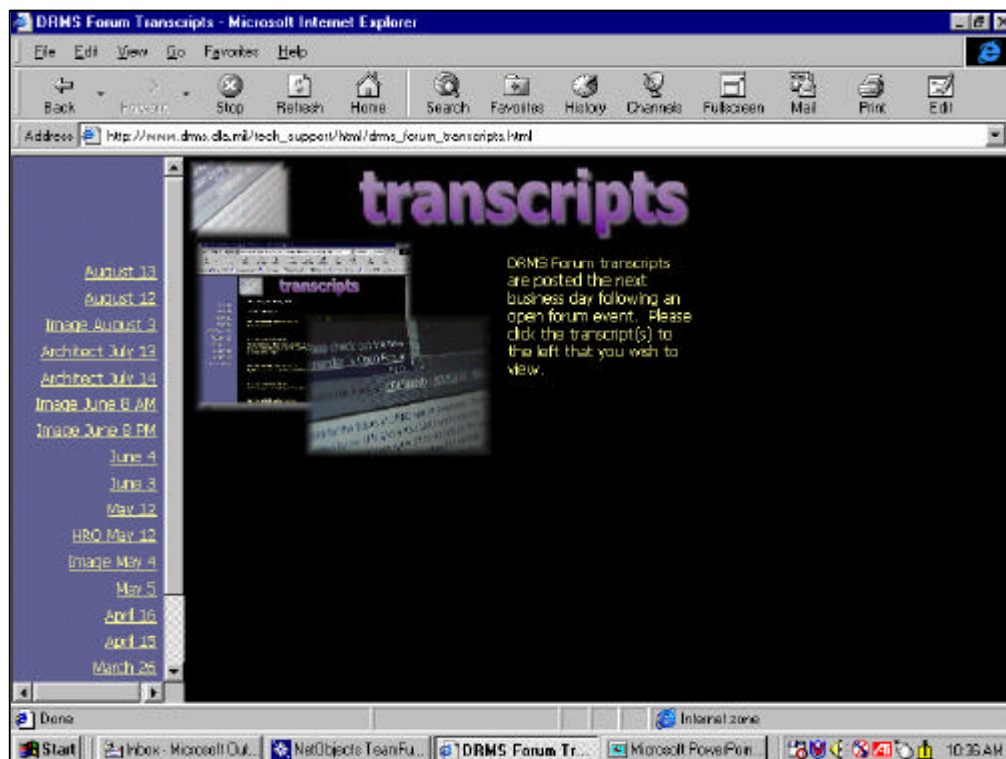
The DRMS Forums was created to allow DRMS Employees a way to communicate in real time over the intranet.

There have been 26 Forums held. Commander's Open Forum (19), HRO Forum (2), Imaging Forum (3), and Architecture Forum(2).

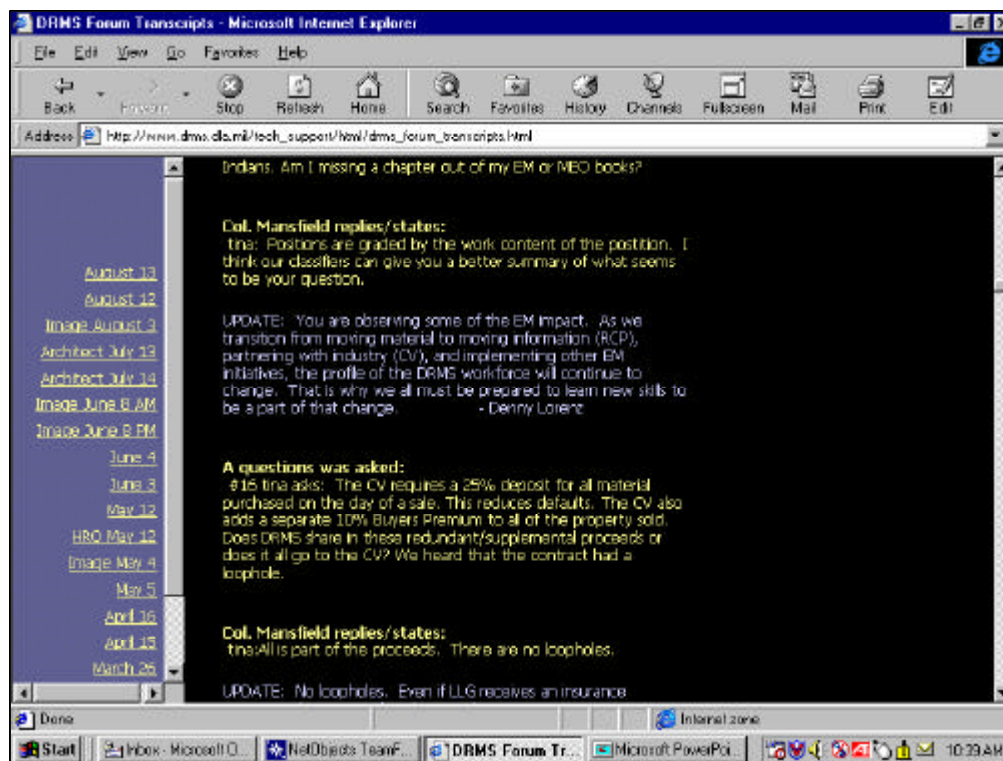
The Commander's Forums are "Moderated" events and the others are open chat sessions.



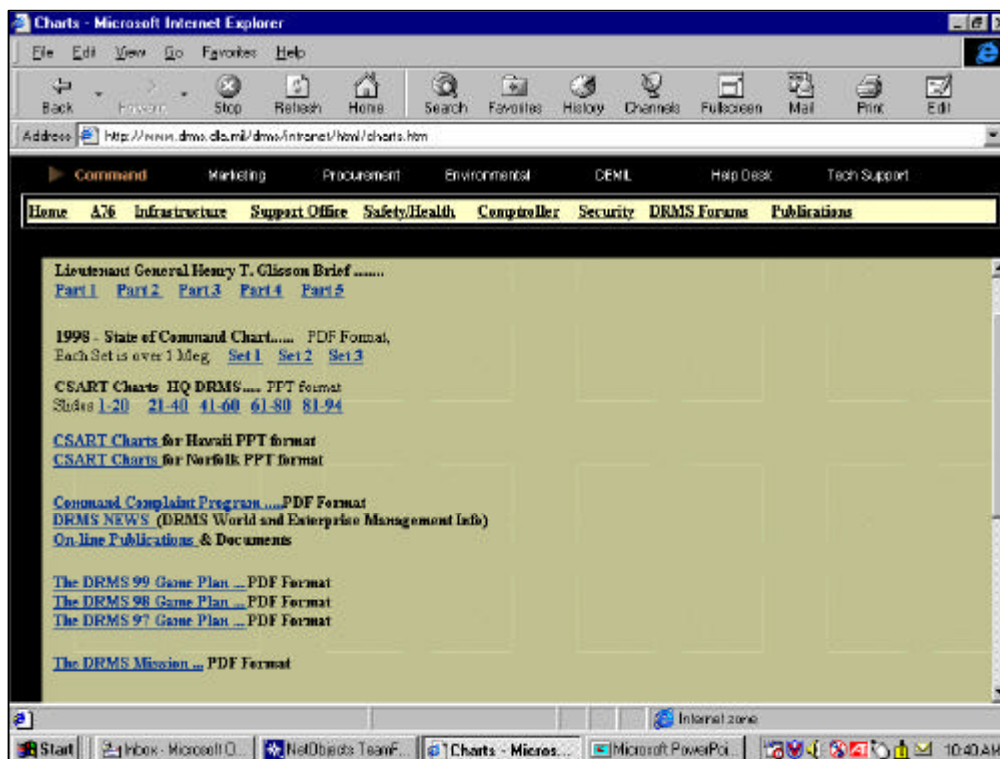
Transcripts are usually posted within 24 hours of the event. Updates to transcripts are posted in purple script.



Frequently asked questions (FAQ's) are also posted.

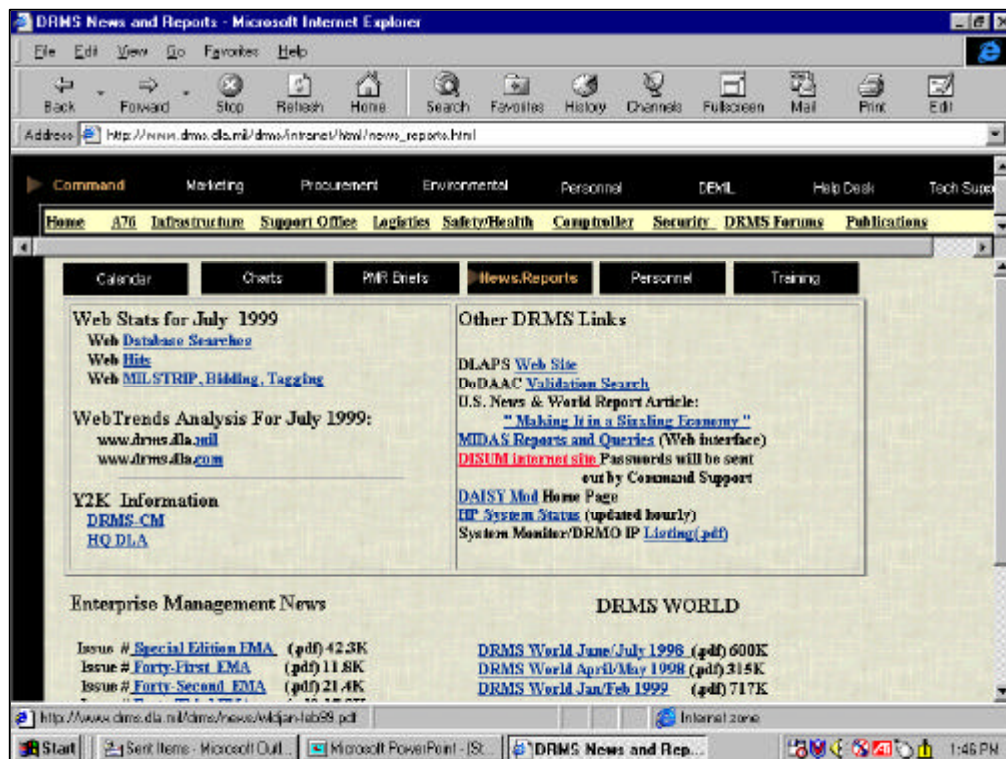


Important briefs to High Level Officials, the State of Command, Changes of Command, and the Game plans are also posted on line.



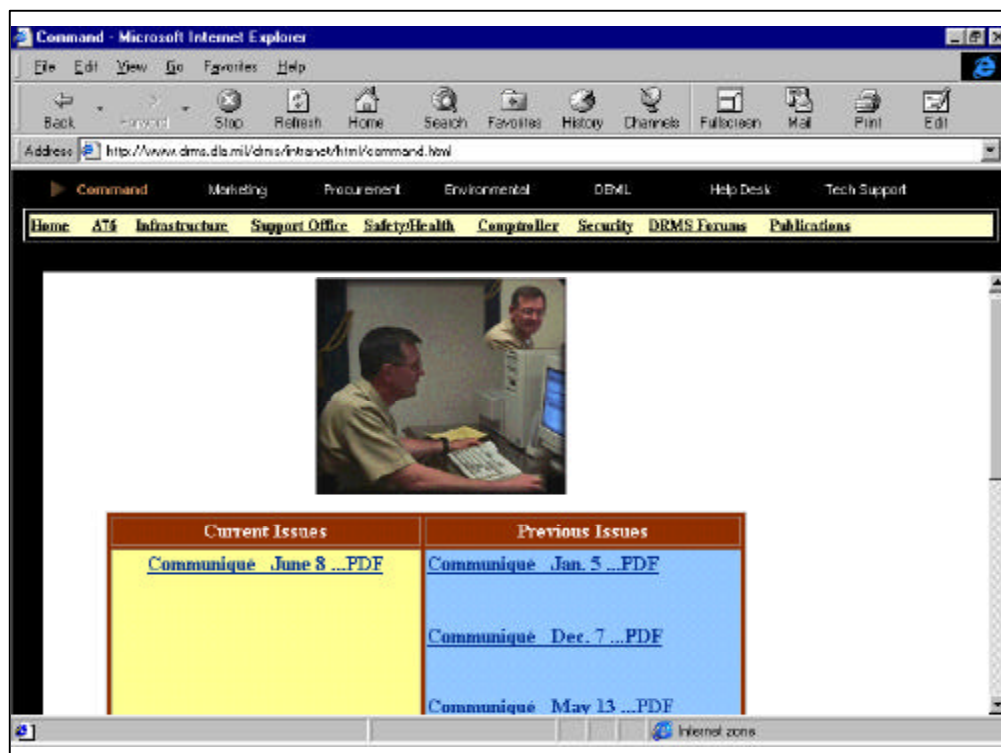
The DISUM system provides an open and active line of communication between the workforce and the Agency's leadership. It is DLA's vehicle to report on operational issues, planned initiatives, status, concerns, success stories, and need to know items.

You must use the userid and password provided by DLA. Point of contact for DRMS is Janine DesVoignes.



Commander's Communique' is the Commander's personal thoughts about subjects that affect the workforce.

This is not updated on a regular basis and is archived after 45 days.



## **Reutilization, Transfer and Donation Web Training**

**PURPOSE:** Make personnel aware of the DRMS Worldwide Web Site RTD screening, tagging, and ordering process. Note: DRMS-TSR is in the process of revising the RTD Web instructions, which will simplify the process and break customers into specific groups and provide information applying to the particular group. For example: Donees will not see information on MILSTRIP. There will also be additional links, which will provide more valuable information to the R/T/D customers.

### **1. Screening Via the DRMS Web Site.**

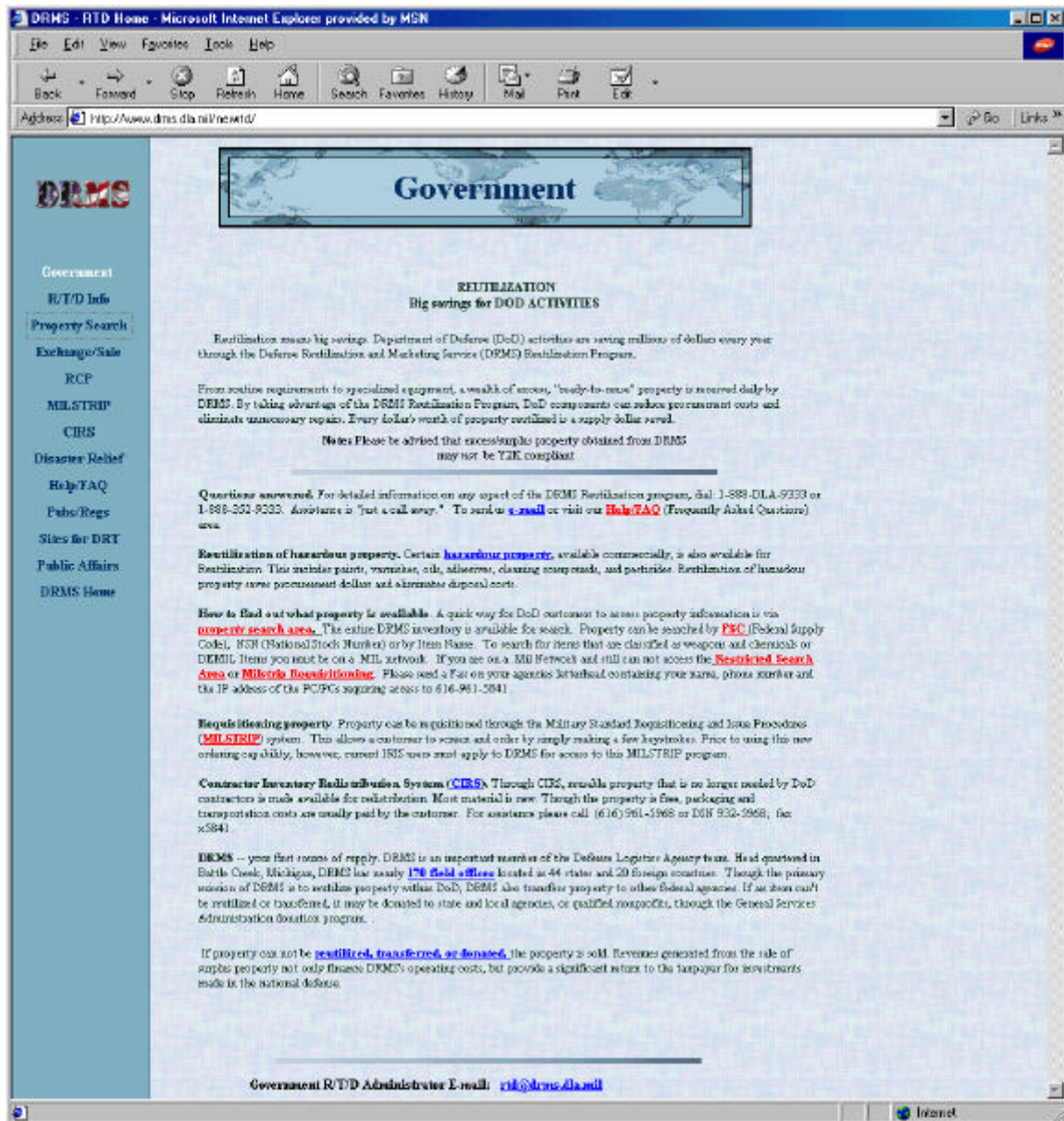
- a. Note: the same Screening time frames apply to electronic screening as they do for walk-in customers.



- b. Inform customers of interrogations of available assets via the Internet at [www.drms.dla.mil](http://www.drms.dla.mil) (for DoD on a .mil system or Federal on a .gov system) or [www.drms.com](http://www.drms.com) for all other customers.

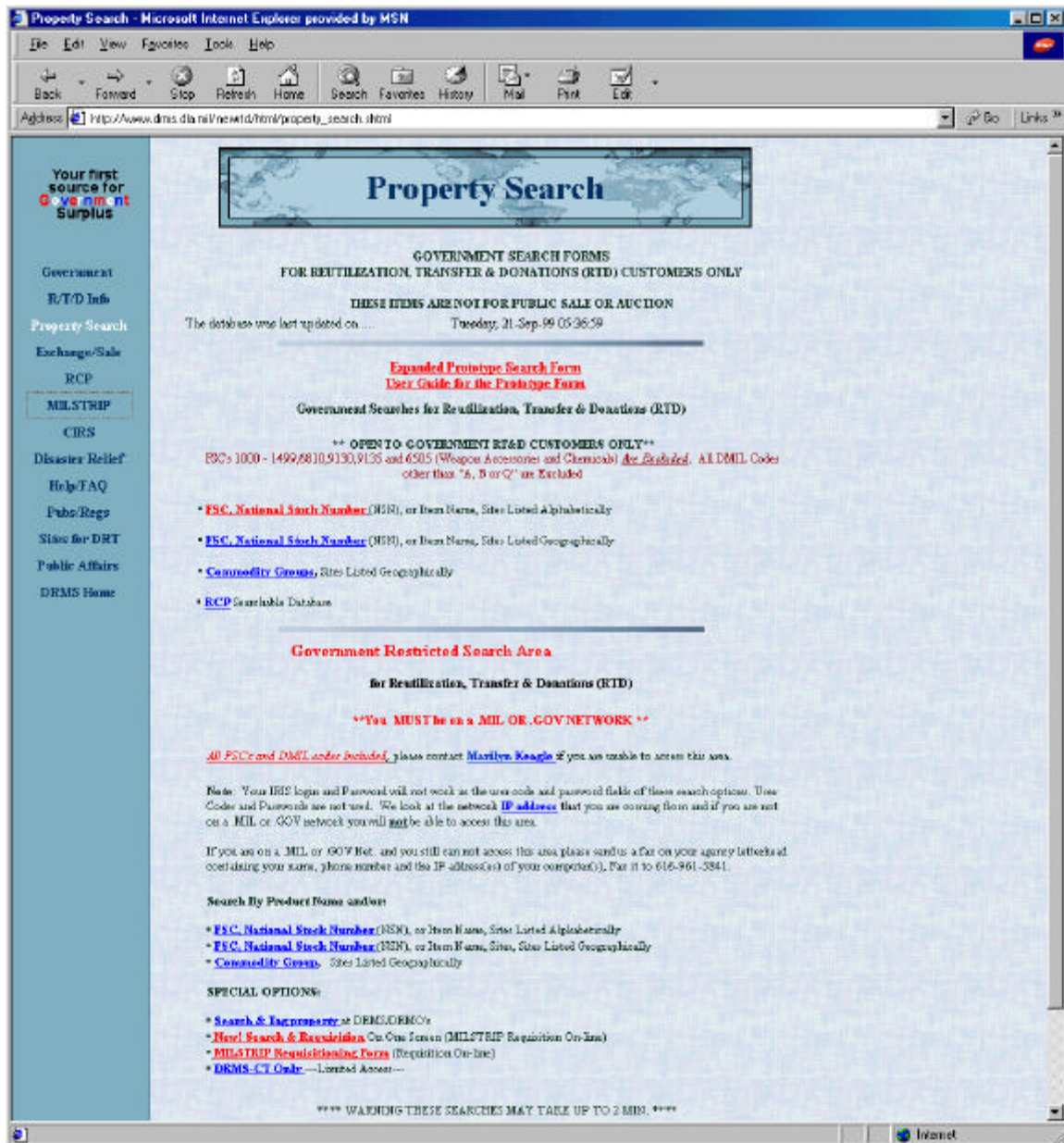


- c. Once a customer has reached the DRMS Homepage, he/she then should click on “I am a Government, Non-Profit, or Public Service Agency, Reutilization, Transfer, Donation Customers”



- d. Currently the next page provides generic information on the R/T/D program. This page will change to give customers an option to go directly to Property Search or select from a list of 1) I am a DoD or Quasi DoD customer; I am a Federal Customer; or I am a Donation Customer. Each will provide samples of the type of customers included in the group.
- e. Most customers are told to click on “Property Search”





- f. Those customers on a .mil or .gov system will then page down to the “Restricted Search Area” all others will use the top portion for search criteria. Customers not having access to .mil or .gov can not screen demil required items; however, most are eligible to receive these items.



Product Search Form for Government Agencies - Microsoft Internet Explorer provided by MSN

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://www.drms.dau.mccet/govseals.html Go Links

### Government Search Form

**THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE**  
**PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE YUK-COMPLIANT**

[Instructions and Glossary of Terms](#)  
 Searches are currently limited to 1,500 line items.  
 Sections B, C & D are optional to help narrow down your search.

#### SECTION A (MANDATORY)

Enter the 2-digit FSG, 4-digit FSC, or 9-digit NIN (NSN = FSC + NIN) of the item you are searching for. This is the most efficient method to search DRMS property.

Search by:

Federal Supply Class (FSC) (2 or 4 digit):  NIN (9 digit):

[Find FSCs by Keyword](#)

Product Name:  (example: chair wood)

You may submit your search now or fill out the optional sections below.  
 If you submit your search NOW, you will be searching ALL of the DRMS sites worldwide, both unused and used items at any value.

#### SECTION B (OPTIONAL)

In this section you can refine your search by selecting to view items by the date that they entered the DRMS inventory. This section must be used in conjunction with Section A.

Starting DATE for "Date Entered Inventory" search:

(example of required format: 15-SEP-99)

#### SECTION C (OPTIONAL)

Currently DoD/DRMS has items in various conditions. You must call the sites who have the item to verify the condition.

Supply condition code: ☒ A, ☒ B, ☒ Other  
 Disposal condition code: ☐ 1, ☐ 1-3, ☐ Any

#### SECTION D (OPTIONAL)

The search can be conducted by the location of the property. Sites are alphabetically listed.

Please select DRMS site(s) for search or NO selection for all. To select a site, first highlight the name within the pick list, then check the box to the left of the site name.

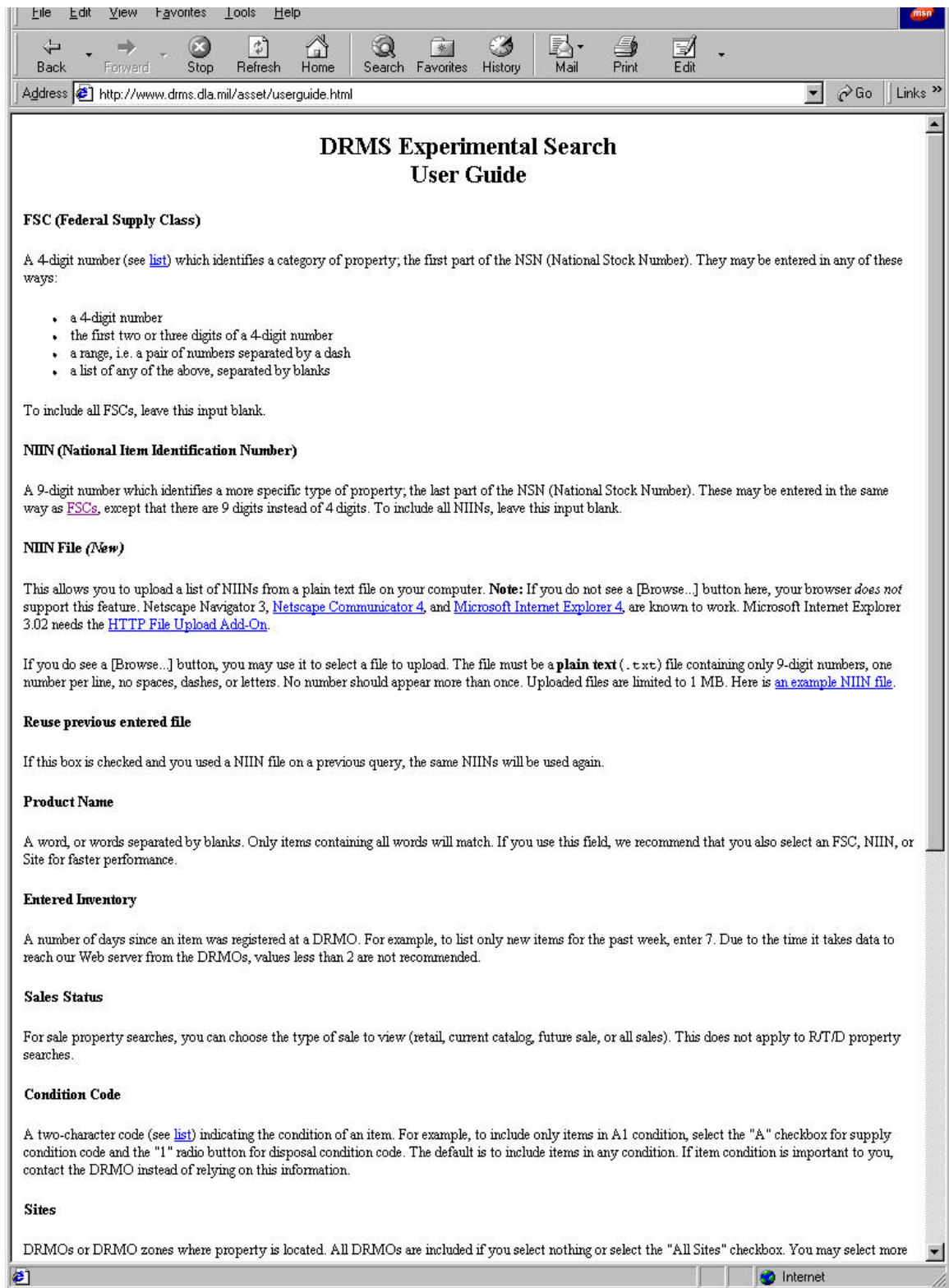
<input type="checkbox"/> ABU DHABI UAE	<input type="checkbox"/> COLUMBUS OH
<input type="checkbox"/> GREAT LAKES IL	<input type="checkbox"/> IWAKUNI JAPAN
<input type="checkbox"/> LETTERKENNY PA	<input type="checkbox"/> NORFOLK VA
<input type="checkbox"/> RCP ALBANY GA	<input type="checkbox"/> RCP NIKI AHOMA QTY OK

Done Internet

- g. Searches may be done by Group, Federal Supply Class, National Stock Number, and/or nomenclature. Searches may be tailored to site (worldwide, regional, specific DRMO) and condition code.
- h. Search Results will make photographs available for some items and clickable data such as condition codes, DRMO site info, demilitarization codes, and

many National Stock Numbers are hi-lited in blue and will provide more detail data.

- i. It is important for customers pay attention to the quantity available, condition code, and most of all the Record Status Codes. B&J are on sale; however, DRMS must make these items visible, because there may be a DoD customer with a Not Mission Capable Supply (NMCS) request for an item already on sale, but because of the justification and proper documentation the item will be issued to the DoD customer.
- j. Some customers do not understand the Quantity listed does not guarantee availability.
- k. Customers need to be aware of the total number of lines available as a result of a query. The results are in increments of 300 and can go up to 1500 lines. The exception is the Prototype Search Form. When using the Prototype Search Form, the output results are 6000 lines.



1. Customers may also screen for a large number of NIINs at one time via the Prototype Search Form, located under "Property Search". The instructions are provided for customers. The Prototype Search will only provide data on non-demil items only. For assistance with a large number of DEMIL NIINs Batch Search, customers may contact [webmaster@drms.dla.mil](mailto:webmaster@drms.dla.mil). Once verified that the customer is entitled to screen DEMIL items, DRMS-CCA

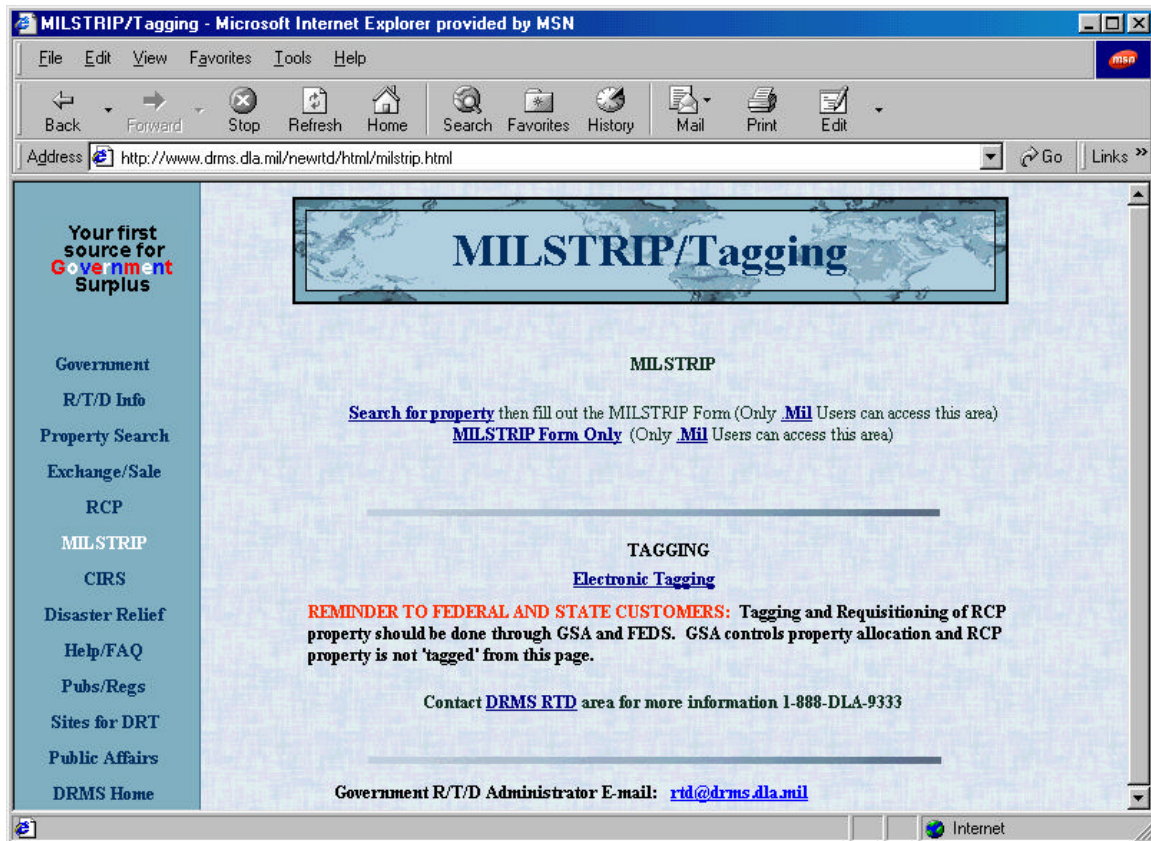
web administrators will work with the customer(s) to process the file(s) and return the results to the customer.

## 2. TAGGING

- a. The same tagging rules apply to electronic screening as they do for walk-ins. Customers may tag in the Accumulation Period (DoD and Feds may remove); the Formal Screening Period (DoD and Feds may remove); Donation Screening Period (DoD, Feds, and Donee may remove); Final Removal Period (all R/T/D customers may tag and remove) and the Blue Light Period.
- b. Tagging may be done several ways. The walk-in customer may place a tag on the item, a copy of the DRMS Form 103 may be faxed in, a copy of the DRMS Web Site Search Results with the lines desired marked; and/or the electronic tagging provided on the DRMS web site. Electronic tagging will only provide an email to the DRMO. Tagging is based upon first-come, first served; therefore, the date/time on documents sent in electronically is compared to those faxed in, etc.
- c. DoD customers using the DRMS Web Site are asked not to submit an electronic tag, but instead are encourage to put in a MILSTRIP requisition.
- d. Feds and Donees are encourage to fax in their hold/tag request.

## 3. REQUISITIONING FROM THE WEB. Note: all DoD customers submitting a MILSTRIP via the web must have their Accountable Supply Officer's approval prior to doing so.

- a. Only DoD customers on a .mil system can provide a MILSTRIP requisition via the DRMS Web Site. The MILSTRIP Form can be accessed several different ways on the DRMS RTD Web Site.
- b. If the DoD customer has a good National Stock Number and wishes to search and submit a MILSTRIP, it is recommended that he/she click on the "MILSTRIP" Icon to the left.



- c. The next screen is titled 'MILSTRIP/Tagging'. Here the customer will click on **Search for property**. The next screen will allow the customer to type in the NSN and submit he/her search.

- d. This particular MILSTRIP Form will allow the customer to submit several MILSTRIP requisitions for the same NSNs at various locations without continually pulling in routine information. Everything with a (M) next to the block is mandatory. Required Delivery Date for a routine shipment is 30 days. Transportation Offices want to see a required delivery date. The quantities and serial numbers are placed in the lower portion of the form.
- e. The other MILSTRIP Form is used after a customer has run a search by FSC, Group, NSN, or Nomenclature and identifies a requirement. The Form is another option from the MILSTRIP/Tagging page or can be located at the



bottom of the Search Results page. This particular MILSTRIP Form requires the customer to put in the NSN and DTID, which the other made available. The DTID suffix box is located after the NSN Block and not the DTID Box at the lower right corner.

**\*\* DRMS Requisitioning Form - MILSTRIP \*\***

Fill in the appropriate MILSTRIP information below, then press the submit button.

Requisitioners completing this form **MUST** have authorization from the Accountable Supply Officer (ASO).

**Use of this Form Without Such Authorization is PROHIBITED!**

M = Mandatory Fields  
Please do NOT use SC440USC4402 in the DoDAAC or Supp Add fields

Doc Ident: <input type="radio"/> A0A <input type="radio"/> A01 <input type="radio"/> A0D	Rout Ident: SVD
M&S: <input type="text"/>	NSN: <input type="text"/> (M)
DTID Suffix: <input type="text"/>	Unit of Issue: <input type="text"/> (M)
Quantity: <input type="text"/> (M)	DoDAAC: <input type="text"/> (M)
Date: <input type="text"/> (M)	Serial No.: <input type="text"/> (M)
Demand Code: <input type="text"/>	Supplementary Address: <input type="text"/>
Signal Code: <input type="text"/> (M)	Fund Code: <input type="text"/>
Distribution Code: <input type="text"/>	Project Code: <input type="text"/>
Priority: 15 (M)	Req. Del. Date: <input type="text"/>
Advice Code: <input type="text"/>	DTID: <input type="text"/> (M)

Document Number of Requisitioner = DoDAAC + Date + Serial No.

NOTE: Items with a Record Status Code (RSC) of E or J are in SALE STATUS and may be Reutilized only in special cases. Please contact the holding DRMO to confirm availability status prior to submitting your requisition.

[DRM/SA Home Page](#)  
E-Mail: [askmasters@drms.diz.mil](mailto:askmasters@drms.diz.mil)

Last Updated 21-Mar-96

f. General helpful information about MILSTRIP.

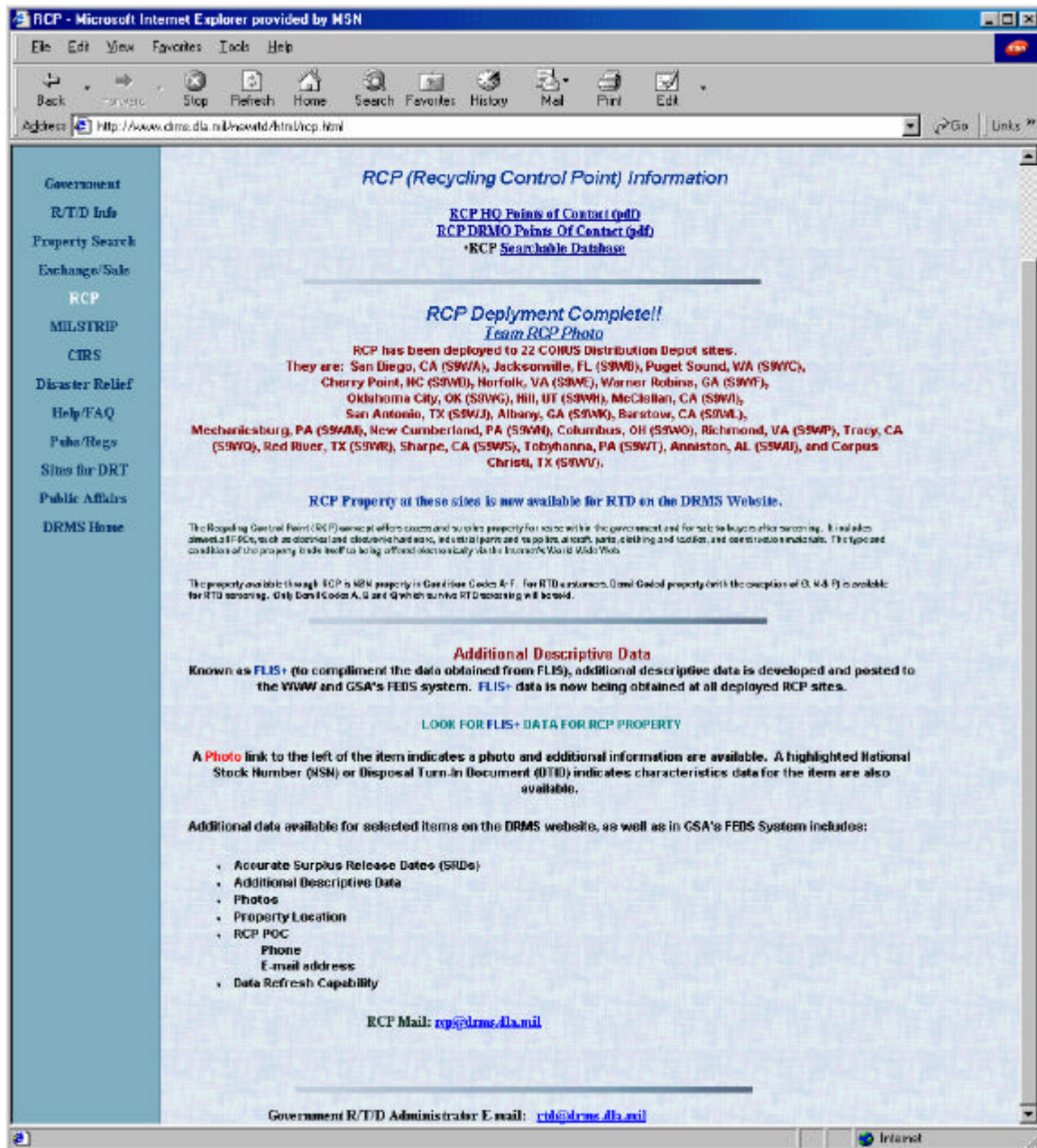
- Priority 15 can be changed.
- A Media Status Code (M&S) of 'S' will provide shipping data to the DoD customer.

- Signal Code 'D' is used when shipping to the DoDAAC listed in the requisition number.
  - Signal code 'M' is used when shipping to the Supplementary Address DoDAAC.
  - Supplementary Address is used must be a DoDAAC and not a Building number.
  - Watch numeric 0 vs. alpha o when filling in the DTID number.
- g. Once the customer submits his/her MILSRIP a confirmation page reflects the data input. This does not mean the MILSTRIP took. This is for the user's records only. The MILSTRIP will not take or be rejected until the nightly batch runs.

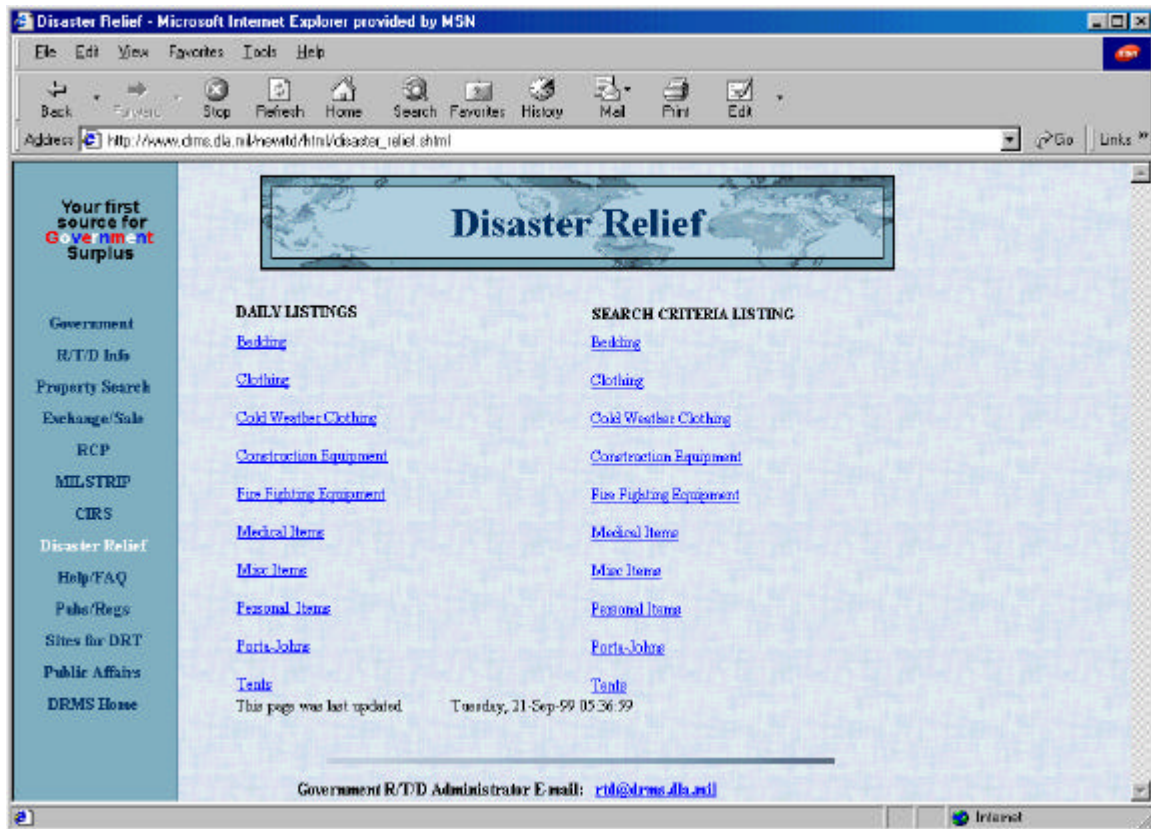
#### 4. OTHER KEY ITEMS.

- a. Recycling Control Point (RCP). Screening of RCP assets may be done under the DRMS Web Site's regular R/T/D Property Searches or by clicking on the RCP Icon to the left. The process of screening and requisitioning is very much like regular DRMO property.





- DoD customers may simply submit a MILSTRIP requisition.
- Federal and Donation customers must contact the appropriate person in the Battle Creek RCP Center. POCs are listed.
- DRMS pays for the transportation for DoD and Federal customers. Donees will arrange transportation prior to picking up property.



- b. Disaster Relief Icon takes customers to a list of items, which have been identified for disaster preparedness and response. Here a customer does not have to be familiar with NSNs or the nomenclature for the searches can be broken out in to commodities and will provide results of what is currently available. This is updated daily.
- c. CIRS. Contractor Inventory Redistribution is now PCARSS. Plant Clearance Automated Reutilization Screening System and is no longer maintained by DRMS-TSR, but is under DLA. POCs are listed on the DRMS Web Site under CIRS.
- d. Exchange/Sale is not an RTD function nor is it Contractor Venture. DRMS Sales personnel are selling items for DoD and are required to offer these items to other DoD and Federal customers; therefore, the information is posted under RTD.



## Marketing.

There are several options available to the sales customer from the Marketing Page in the DRMS Web Site.



## Using the DRMS Searchable Database

DRMS has a searchable database that makes it easy to find the property that is of interest to you. The property listing is updated nightly and contains over 600,000 items that DRMS currently has in its inventory.



The information below will help to get you on your way to search the DRMS inventory for the parts and equipment that is right for you.

The Government identifies items by assignment of a National Stock Number. Numbers are assigned based on the end use of the item. The configuration of the NSN is a 13-digit number; For example:

**6645-00-123-4567**

The method to search the DRMS inventory is by using an FSG, FSC, NSN, or NIIN. Using the correct FSC, NSN, or NIIN is crucial to locating the just the right item(s) within the DRMS inventory.

Searching the DRMS inventory has been made easy by the use of the FSC Finder. (located within search page)

With the FSC Finder you can find

1. Find the right FSC by entering keywords.
2. A listing of all FSCs within an FSG.
3. A full description of each FSC

Once you have found the FSC you can then immediately check DRMS inventory for that type of property.

### **What is an FSG**

The first two positions (66) identify the Federal Supply Group (FSG). In the example cited, the Federal Supply Group 66 identifies the broad category of "measuring instruments".

### **FSC**

The FSG is followed by two additional positions that together with the FSG form a four position Federal Supply Class (FSC). The 6645 narrows it down to a specific type of measuring instrument, "time measuring instruments".

Because the FSC is assigned based on end use, it is possible for the same item to be in more than one FSC. For example, a cleaning compound could be assigned FSC 6850 when used for general purpose cleaning, but the same chemical composition would be assigned FSC 6750 when used as a photographic cleaner. In each case, they would be different.

### **NIIN**

The last 9 positions (00-123-4567) are the National Item Identification Number (NIIN) and identify the specific item. The first two positions of the NIIN identify the NATO country code; e.g., 00 and 01 are assigned to the United States. The NIIN does not follow a logical sequence as the FSG and FSC do. The same NIIN is never used for more than one FSC at the same time.

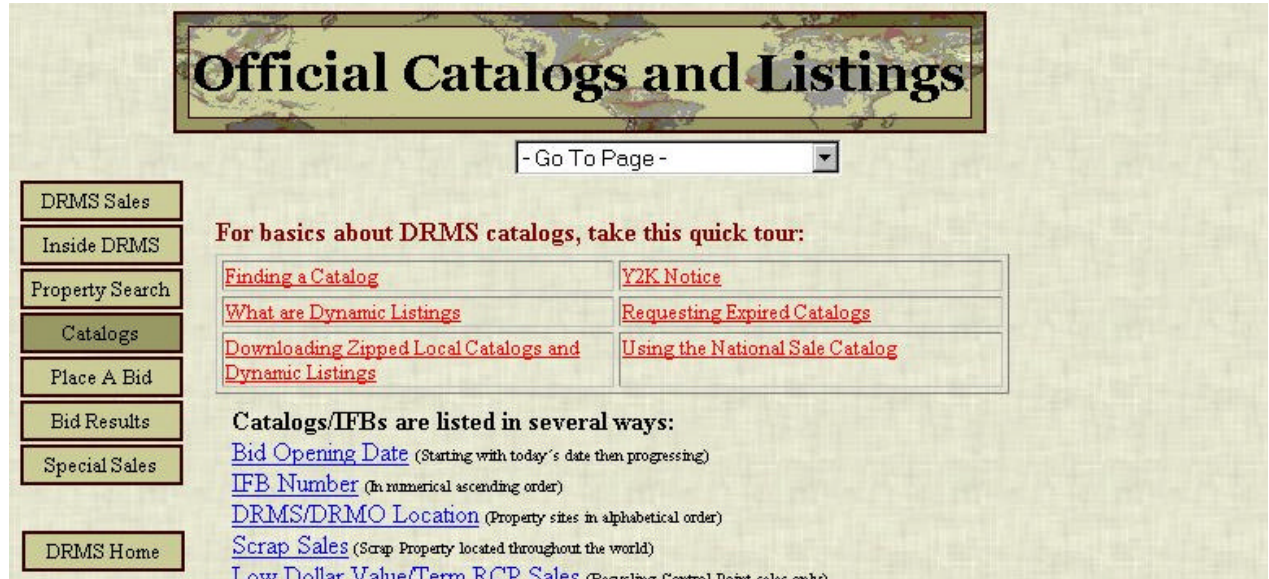
The NSNs are assigned by DLIS at Battle Creek, Mich. based on requests from the armed services branch using the item. Normally, items are assigned an NSN if requisitioned three times by more than one activity using a manufacturers code and part number (non-NSN) for identification.

## Noun Name

This is the proper name for the property.

## Finding a Catalog/Invitation for Bid (IFB)

Catalogs are posted using DTIDS. When the DRMS Web pages update nightly, a MIDAS pull is made to gather the information present for all DTIDS that have a Bid Opening Date of the current date or further.



DRMS IFBs can be found in three basic ways:

The first, is by Bid Opening Date (BOD), this offers you a chronological listing of catalogs starting with the closest BOD. This is a great method of searching if you are concerned about sale timing. You will also see the DRMS/DRMO location, sale number, catalog file size (regular and zipped), and the method of sale (sealed bid, spot bid, local auction, or commodity offered).

The second way catalogs can be searched is by the DRMS/DRMO location. On this page all locations are listed in alphabetical order. Some catalogs will be duplicated due to the fact that various sites might combine together to make a single sale.

The third way to search for a catalog is in Invitation for Bid (IFB) or sale number order. All DRMS/DRMO catalogs are listed in descending numerical order.

## Scrap Catalogs

Scrap Catalogs have a page separate from the regular catalogs. The process used for the automatic posting of regular catalogs does not apply for the scrap catalogs. Due to scrap

items not having regular DTIDS, the information can not be gathered as normal and therefore the Scrap catalogs have a separate page.

### **What are Dynamic Listings**

The dynamic listing is not a legally binding property offer, only the items listed in a catalog/ IFB can become a contract. A dynamic listing is a helpful tool to get a detailed "idea" of what property has been grouped together to make an item. To truly know what is offered in an item you must view the catalog, inspect the items, or contact the DRMO.

### **Using the National Sales Catalog**

Before viewing and/or downloading the National Sales catalogs you need the Adobe Acrobat Reader (Version 3.0 or 3.01) software installed on your computer. This software is offered to the general public for free!

After downloading the PDF reader you would like to download the catalog file onto your hard drive just "right click" with your mouse on the catalog you need. A dialog box will appear asking for the action you would like to take, select *Save Target As* or *Save File As*. The next dialog box will ask you where you would like to save the file, select the drive and folder that you would like to save the catalog file into. Now you are ready to view the DRMS sales catalog when you are off-line.

When you've opened a catalog, you'll see a list of catalog sections (indexes) on the left side of your screen. Click any section in that list to go directly to it. For example, you then click on "Articles" you will be automatically taken to the Articles page within the catalog. Whenever you see the cursor having a "pointing finger," you can action that area and taken directly there.

Within the catalog itself, if you hold down the left click button (the hand will appear to "grab" the page) you can move the page however much you may need.

You can print the whole catalog, sections of it, or just one page at a time if needed.

### **Downloading Zipped Local Catalogs and Dynamic Listings**

DRMO HTML catalogs come in two formats, regular and zipped. Use the zipped format if the catalog file size is large and/or you just want to speed up the download. Since our compressed catalogs are .zip files, you'll also need one of the (free) unzip software programs to "extract" them. (links are on Web page)

### **Requesting Expired Catalogs**

Catalogs are removed from the Web after the Bid Opening Date. In order to request a copy a Freedom of Information (FOI) Request must be submitted. The (FOI) Office is a customer service office available for private industry. FOI operates under a requirement to provide non-proprietary information within twenty working days of request. Direct requests for non-proprietary government information to this office. (link is on Web page)

## **ZIPPED FILES**

**MODEMS.** When accessing the WWW you should utilize the fastest modem your Internet provider will allow, preferably 14.4bps or faster. The faster the modem the faster a file can be downloaded.

**DOWNLOADING FILES.** Whenever you download a catalog, abstract or list of successful bidders, you should always download the file in the zipped format. The zipped file is approximately ten times smaller than the original file and will save you downloading time. Once downloaded, the file can be unzipped and viewed in your word processor. Prior to downloading your first zipped file you must have a software program that will "unzip" or "extract" a file so that you may view it. The following two programs are offered as "free shareware". (links on Web Page)

## **TO VIEW/PRINT CATALOGS, ABSTRACTS OR LIST OF SUCCESSFUL BIDDERS ONCE UNZIPPED.** (31 and 01 Sales only)

**a. DOS WORD PROCESSORS.** All files are in 132-column format. To view the file you should extend your right margin to 132 spaces; this will eliminate word wrap. To print the file you should set your word processor to print the file at 8 lines per inch and set your printer to compressed mode (17 cpi).

**b. MICROSOFT WINDOWS WORD PROCESSOR.** To eliminate word wrap and the ragged appearance, select "edit", "select all", "fonts", "Courier New point 6, 7, or 8" and adjust all margins to .5 inches. These instructions may be a little different depending on the word processor you use. You might need to experiment with your word processor to get the best results.

The appearance of these hyper links does not constitute endorsement by the Defense Reutilization and Marketing Service of this web site or the information, products or services contained therein. The Defense Reutilization and Marketing Service does not exercise any editorial control over the information you may find at these locations.



## Bidding On-Line

<h1>Place A Bid</h1>	
<input type="text" value="- Go To Page -"/>	
<a href="#">DRMS Sales</a>	<p>Welcome to Bidding On Line. The selections below will take you directly to our on-line bid submission forms which you may use to send your bid information through the Internet to the National Sales Office and to one of the more than 130 DRMOs worldwide.</p> <p>* Prior to placing a bid please read the <a href="#">Sales by Reference Pamphlet</a>, this pamphlet describes the terms, conditions and articles contained in the sales catalogs.</p> <p>* Select the first digit of the IFB (Sale Number) for which you wish to submit a bid. If you are not sure what the IFB number is, <a href="#">please read this first</a>.</p>
<a href="#">Inside DRMS</a>	
<a href="#">Property Search</a>	
<a href="#">Catalogs</a>	
<a href="#">Place A Bid</a>	
<a href="#">Bid Results</a>	
<a href="#">Special Sales</a>	
<a href="#">DRMS Home</a>	<p>Corrections to bids that were placed on-line can be made via the on-line bidding page or can be faxed to the appropriate sales office conducting the sale. (Make a notation in the space</p>

Welcome to Bidding On Line. These forms allow the customer to submit bid information through the Internet to the National Sales Office and the DRMOs worldwide.

By selecting the first one or two digits of the IFB a customer will be directed into the correct bid pages.

The Bidding On-Line page contains links to electronic files of the Sales by Reference Pamphlet, End Use Certificates, and Statement of Intent forms.

Corrections to bids that were placed on-line can be made via the on-line bidding page or can be faxed to the appropriate sales office conducting the sale. (Make a notation in the space allotted for comments on the on-line bid form.) All corrections must be received by the appropriate sales office by the time set for bid opening.



## Bidding Results

### **National and RCP Sales**

The Unofficial Abstracts and List of Successful Bidders come in two formats, regular and zipped. Use the zipped format if the file size is large and/or you want to speed up the download. The .zip files need to be "extracted" before they can be viewed.

### **Local Sales**

The abstracts/List of Successful Bidders can be viewed at the new LSB listing page. (link on this page) This is a new process and not all of the DRMO sale listing will be given. If a particular sale is not listed please contact the.

### **What are Unofficial Abstracts**

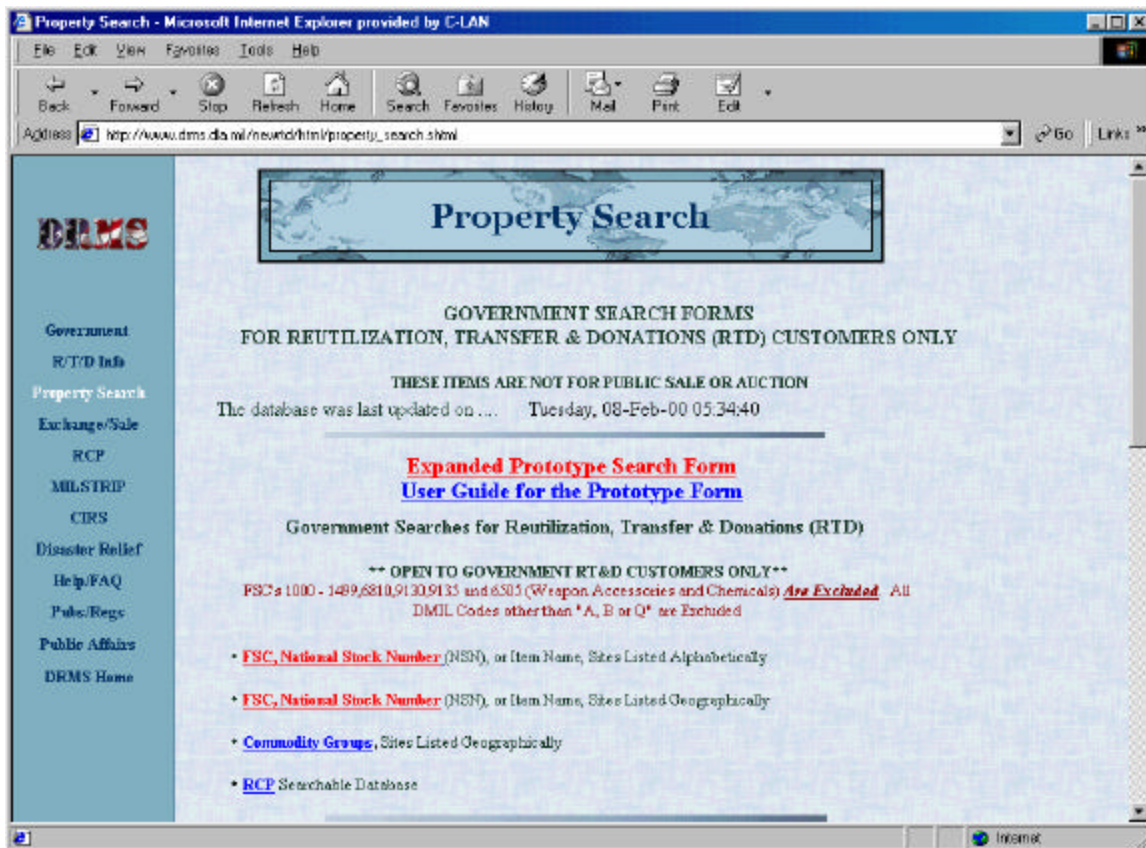
The Unofficial Abstract is a listing of all bids received for each IFB item and is used for auditing purposes. The Sales Contracting Officer (SCO) views the Unofficial Abstract to check for keypunch errors, missing bids, and incorrect information. Once the errors are corrected then the SCO proceeds on to the next step of evaluating a sale.

### **What is the List of Successful Bidders**

A List of Successful Bidders (LSB) is produced for each IFB/Catalog (except Negotiated Sales) within 3 weeks after the Bid Opening Date. The LSB identifies, by item, the successful bidder and amount of the bid.

Abstracts and LSBs that are older than 10 business days are removed from the Web. In order to request a copy a Freedom of Information Request must be submitted.

The prototype search form. What it is and how it works.



The prototype search form is a tool to assist RTD customers in performing a search of the DRMS database for property. This form can be used to search the entire DRMS database for all property except restricted property. FSCs 1000-1499,6810,9130,92135 and 6505 and all DMIL codes other than A, B, or Q are excluded.

If a customer wants to search for restricted items, the prototype search form is not used for this type of search.

Note: To search for restricted items, the customer does get linked to this page but must scroll down toward the bottom of the page and perform their search below the line:

## Government Restricted Search Area

In order for a customer to perform a search in the restricted area, they **MUST be on a .MIL OR .GOV NETWORK**. If they are military related or performing work in a military or government capacity and are not coming in on a .mil or .gov network, they must contact DRMS for access to the information. Example is an agency who is being provided service by a public network, which does occur with some guard bases and local or state levels.

DRMS public customers can also access the prototype search form to perform searches for property however, they can not obtain this property until it goes into "Sales" status. What it does offer them is the ability to search the DRMS database and get an idea of the type of property DRMS may have to offer them if the property survives the RTD process.

The prototype search offers a variety of options when performing searches. At the top of the form, there is a User Guide. First time users would be wise to read this guide, to familiarize him/herself with the terminology.

The "Browse" button on the form allows the user to upload a file containing a limit of 10,000 NIINs.

The upload of the file works by:

1. Create a text file including the different NIINs to perform a search on. The file must contain only 9 digit

NIINs. No dashes, slashes or spaces and it must be in text format.

2. Name the file and save it to a drive, ex a:\ or c:\.
3. Go to the prototype search form.
4. Click on "Browse" button. Dialogue box appears, asking for the location of the file.
5. Click on the file name and click on open. The path of the file name will be entered in the NIIN File box next to the Browse button. Once the file has been uploaded,

Indicate criteria to base search on by clicking in the option boxes. Next step is to identify how you want your search results to be presented. The 5 options offered are listed below.

View Report - initiates the search and brings the results to your screen.

Download Report - allows the download of search results to a designated drive

Zip & Download Report - Allows the zip (compressing) of the search results (usually used for large files) and download the file to a designated drive.

Reset Form - clears the search results and is ready for another search.

Select Output Columns - The selection of this option will display a screen with two blocks of field descriptions. This option allows limited field(s) of information to be viewed when results are brought back on your screen or for download. For example:

If the customer is interested in only seeing the Inventory Item Name, NSN, DTID, Qty Avail, and Condition Code, in the first block (Input) they would ensure that only those fields are checked. The bottom block of information (Plain Text Output) can be left alone. When the field criteria has been identified, initiate the search by clicking on the "Submit Query" button. The results of the search will display only the fields selected.

Another service DRMS provides its customers is the ability to have a file of 10,000 NIINs or more, to be processed and the results mailed back to them. For military or DoD components, we request that they provide the request on letterhead and signed by their Command. For public searches, the request must be on company letterhead with an authorized company signature. As with all searches, depending on who the customer is, restriction(s) on what property is viewed will apply. The criteria for submitting a file for processing is:

File must also only contain 9 digit NIINs - no dashes, slashes or spaces

Be in text format

Identify condition codes if any and,

Email the file to [webmasters@drms.dla.mil](mailto:webmasters@drms.dla.mil)

The results are mailed back to the customer shortly after receipt. It only takes a few minutes to process.

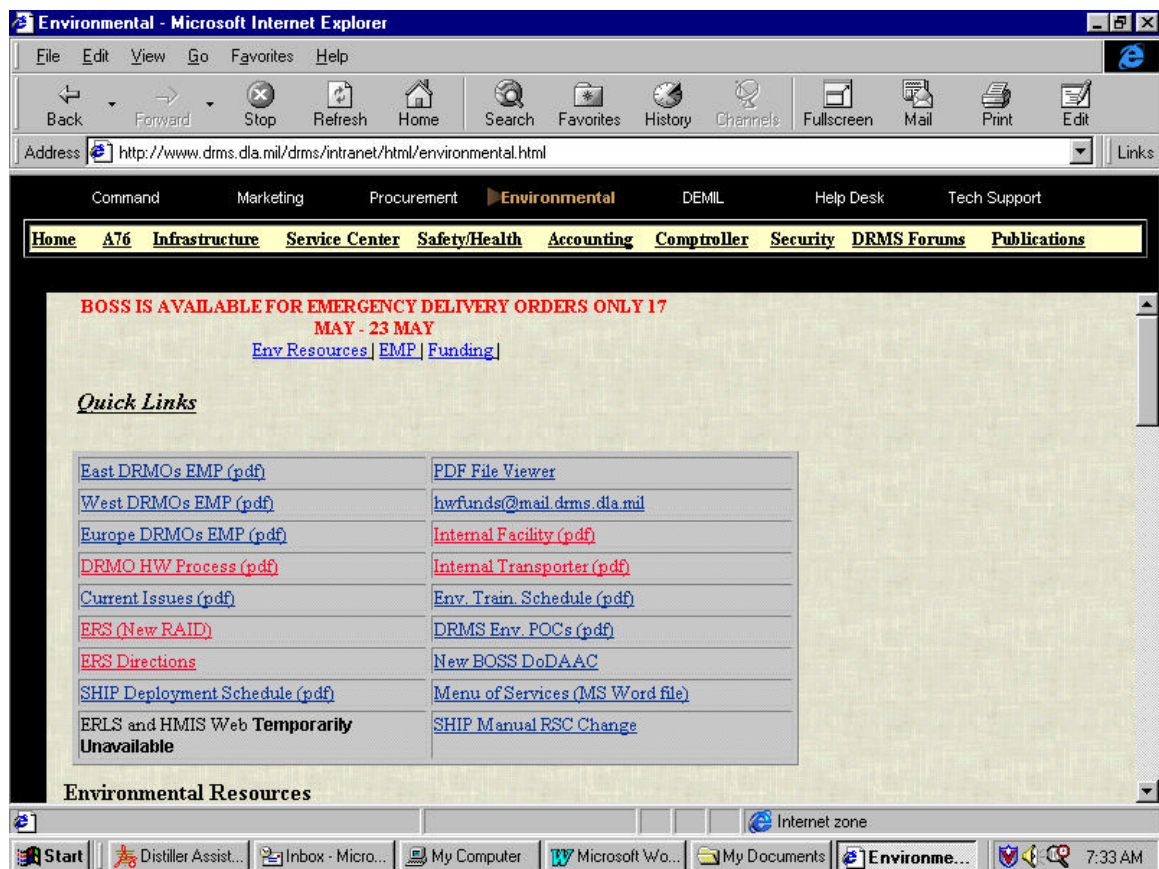
Question(s) related to web searches can be sent to [webmasters@drms.dla.mil](mailto:webmasters@drms.dla.mil).

# Environmental Web Overview

This overview of environmental information on the World Wide Web (WWW) for DRMS personnel is meant as a guide for basic information and is not all inclusive. DRMS personnel are to use the enclosed toolbox as a starting point to find the specific environmental information they are looking for.

## 1. The Internal DRMS Environmental Web Page.

The internal page is where DRMS personnel will find information on internal environmental policies and procedures for conducting the environmental business unit.



Current information on DRMO Environmental Management Program (EMP) statistics, DRMO hazardous waste monthly disposal processing averages, and a current issues guide on handling recent environmental challenges are all available at the Environmental Internal page. Additionally, Environmental systems such as BOSS, HMIS and ERLS status are kept current here as well.

Within DRMS-LH, the HW Process report is utilized as a total value metric to evaluate DRMS and DRMO performance. It is imperative that DRMOs download this file and make sure that BOSS PMF data is entered promptly and accurately for the HW Process report, as well as the RCRA report explained in the HW Disposal page.

## The Public DRMS Environmental Web Page

The public (external) DRMS Environmental Web Page is focused on our DoD HW generators and contractors. It is broken down into five major areas: What's New, Environmental Services, HW Disposal, Automation Initiatives, and DOD Links.

**DRMS Environmental**

*The Environmental Reporting System is up and running!*

| [HW Quick](#) | [About Env](#) | [Storage](#) | [Minimization](#) | [NEHLS](#) |

Environmental Services Quick Links

<a href="#">Env. POCs (pdf)</a>	<a href="#">PDF File Viewer</a>
<a href="#">DoD 4160.21-M (pdf)</a>	<a href="#">NEHLS by NSN (pdf)</a>
<a href="#">1343-1A FTP (pdf)</a>	<a href="#">NEHLS by Manuf. (pdf)</a>
<a href="#">1343-1A FormFlow (frl)</a>	<a href="#">Connect to DENIX</a>
<a href="#">1343-1A Directions (pdf)</a>	<a href="#">East DRMOs RTD/S (pdf)</a>
<a href="#">HWPS FormFlow (frp)</a>	<a href="#">West DRMOs RTD/S (pdf)</a>
<a href="#">FRs of Interest 1998 1999</a>	<a href="#">Europe DRMOs RTD/S (pdf)</a>
<a href="#">Env. Email</a>	<a href="#">DRMS EMP FY 98 (pdf)</a>

Descriptions of the above links can be found on the "Services" page.

Hazardous Waste Disposal Quick Links

<a href="#">Qualified Facilities(pdf)</a>	<a href="#">Qualified Trans (pdf)</a>
<a href="#">DoD HW Generator's Guide to PRs (pdf) or MS Word</a>	<a href="#">1998 RCRA Report data available for DoD Generators <sup>new</sup>NEW<sup>new</sup> includes previous years from 1989 to present!</a>
<a href="#">WWW DoDAAC Listings</a>	<a href="#">Handling/System Code Table (pdf)</a>

The main Environmental page provides a list of the major areas on the left hand side, plus “quick links” to the content of Environmental Services and Hazardous Waste Disposal information for customers that don’t need descriptions. The Mission link is an overall description of the DRMS Environmental Business Unit, and DRMOs who have recently passed regulatory inspections are listed in the “Clean Sweep Award”. As the Environmental Reporting System (ERS-previously RAID) is available to our DoD customers, its status is kept up to date here.



DRMO	ASD to Rcpt	Receipt to Data Entry	Data Ent to DO	DO to Pickup	ASD to Pickup	Rcpt to Pickup	Rcpt to DO	DAISY to Pickup
SZSA: TUCSON	7.5	1.2	11.9	26.1	46.8	39.3	13.2	38.1
SZVA: ANCHORAGE	15.8	0.8	12.4	25.7	54.7	38.9	13.1	38.1
ST1A: NORFOLK	30.9	1.3	11.6	27.0	70.7	39.8	12.8	38.6
SQUA: LIVORNO	6.4	1.0	7.6	31.6	46.6	40.2	8.7	39.2
SYUE: EL TORO	0.0	1.6	5.0	35.3	41.9	41.9	6.6	40.3
SWRA: WARNER ROBINS	0.2	4.4	9.2	31.2	45.1	44.9	13.7	40.5
ST4A: RICHMOND	12.2	3.1	6.1	34.6	56.0	43.8	9.3	40.7
SVKD: DULUTH	0.0	6.0	105.0	-62.8	48.2	48.2	111.0	42.2
SZVF: FAIRBANKS	10.8	0.4	7.1	35.9	54.1	43.4	7.5	43.0
SZAC: CANNON	7.3	1.5	18.0	25.2	52.0	44.7	19.5	43.1
SZGA: MCCLELLAN CA	26.8	8.2	9.3	34.1	78.5	51.7	17.6	43.5
SVXS: SELFRIDGE	5.8	2.4	22.5	22.1	52.8	47.0	24.9	44.6
SYCA: COLORADO SPRINGS	7.4	0.0	6.9	37.8	52.1	44.7	6.9	44.6
SXLA: PATRICK	6.5	1.6	13.9	31.6	53.6	47.1	15.5	45.5
SVEA: MECHANICSBURG	15.6	0.6	4.0	41.9	62.1	46.5	4.6	45.9
SYKA: ELLSWORTH	3.5	1.9	24.5	21.9	51.9	48.4	26.5	46.4
SV9A: PANAMA	0.0	1.6	9.1	37.5	48.1	48.1	10.6	46.5
SZ7C: DYESS	17.3	0.9	13.1	33.5	64.7	47.5	14.0	46.6
SYMN: NELLIS	26.9	0.4	15.2	32.0	74.4	47.5	15.5	47.2
SQEA: KASTEL	0.0	2.3	23.8	24.1	50.2	50.2	26.1	47.9
DRMS Averages	9.9	3.1	21.3	26.9	61.2	51.3	24.4	48.2

## 2.a. DRMS Environmental “What’s New” Page

The What’s New page is updated monthly and has current information on any changes made to the Environmental Web pages.

- Env. Home
- What's New**
- Services
- HW Disposal
- Automation
- Mission
- Env. Links
- Clean Sweep Award
- DRMOs

**May Update**

*The Environmental Reporting System is up and running!*

What's New in DRMS Environmental

So what do you think of our web site? Are the pages readable? What improvements can we make? If you have questions or comments please send e-mail to Randy Smith, DRMS-LHP, address: [rsmith@drms.dla.mil](mailto:rsmith@drms.dla.mil)

Due to problems encountered accessing the new Environmental Reporting System (ERS), we have included instructions for the initial download for using ERS. This was done because the initial software installation is an 8 megabyte file that could take several hours to download. Users were breaking out using ctrl-alt-delete thinking ERS wasn't working when the initial download had yet to complete. So we have broken out the [ERS initial installation software](#). This is a one-time download only, after the initial 8 meg download, every time after that response should be fairly quick when the user selects the ERS page.

The new [SABRE web site](#) for DoD Travel has been added as a hot link, as well as a [FTP utility \(FTP Explorer\)](#) web site.

A hotlink has been provided to [The Environmental Assessment Management \(TEAM\) guide](#). As stated in its introduction, the TEAM guide "...with local supplements, is intended to serve as the primary tool in conducting an environmental compliance assessment. Specifically, this guide: (1) compiles applicable Federal regulations with DOD component operations and activities (2) synthesizes environmental regulations, management practices (MPs), and risk management issues into consistent and easy to use checklists (3) serves as an aid in the assessment process and management action development phases of DOD component environmental assessment programs."

## 2.b. DRMS Environmental Services Page

This page covers turn-in procedures, DRMO R/T/D/Sales efforts, Return to Manufacturer, the Non-Environmentally Hazardous items for Local Sales (NEHLS), and links to a DRMS Federal Register items of interest web page for 1998 and 1999.

**DRMS HOME**

Env. Home  
What's New  
**Services**  
HW Disposal  
Automation  
Mission  
Env. Links  
Clean Sweep Award  
DRMOs

**Environmental Services**

*The Environmental Reporting System is up and running!*

[GENCOMM](#) | [ERLS](#) | [Hazmin](#) | [NEHLS](#) | [Fed Reg](#) | [4160.21-M](#) |

<a href="#">Env. POCs (pdf)</a>	<a href="#">PDF File Viewer</a>
<a href="#">DoD 4160.21-M (pdf)</a>	<a href="#">NEHLS by NSN (pdf)</a>
<a href="#">1343-1A FTP (pdf)</a>	<a href="#">NEHLS by Manuf. (pdf)</a>
<a href="#">1343-1A Formflow (ftr)</a>	<a href="#">Connect to DENIX</a>
<a href="#">1343-1A Directions (pdf)</a>	<a href="#">East DRMOs EMP RTD/S (pdf)</a>
<a href="#">HWPS Formflow (ftr)</a>	<a href="#">West DRMOs EMP RTD/S (pdf)</a>
<a href="#">FRs of Interest 1998</a>	<a href="#">Europe DRMOs EMP RTD/S (pdf)</a>
<a href="#">FRs of Interest 1999</a>	<a href="#">DRMS EMP FY 98 (pdf)</a>
<a href="#">Env. Email</a>	

DRMS Environmental Services

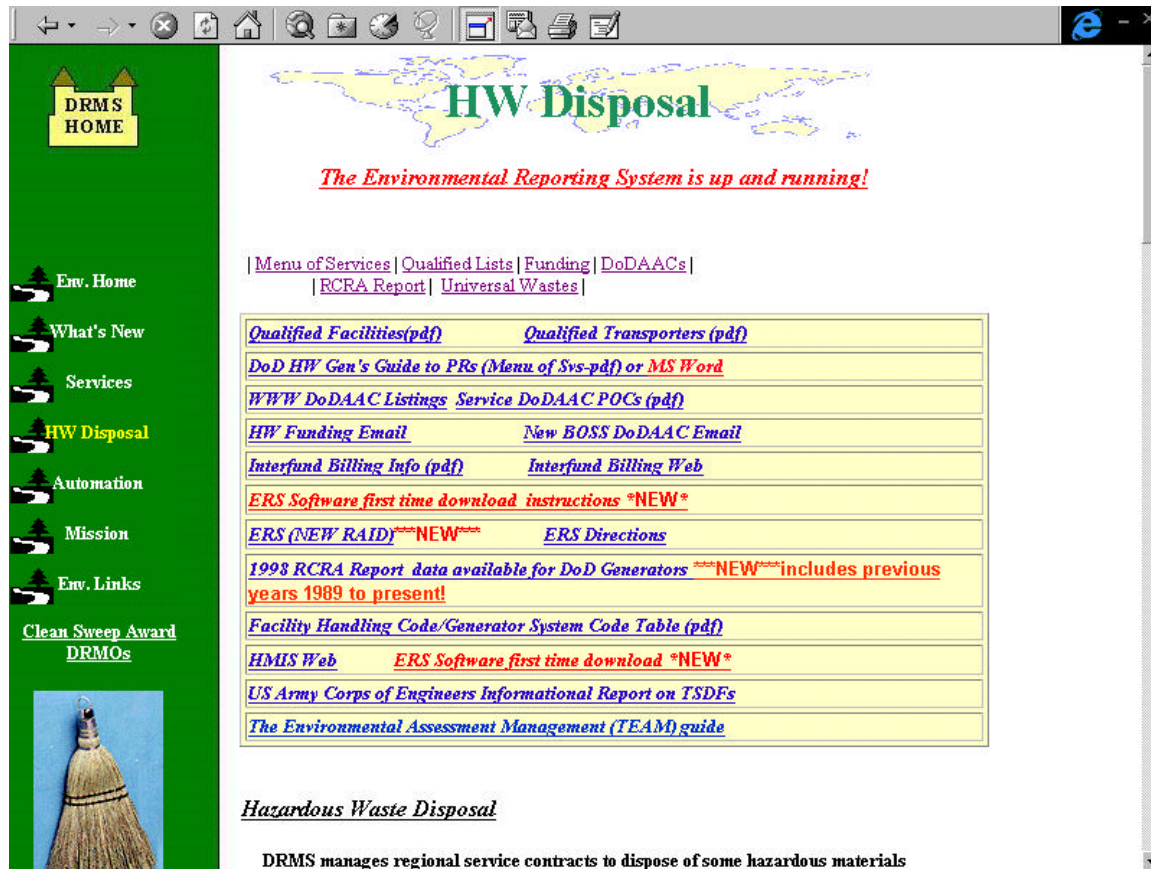
Several documents at our site are in Adobe Acrobat PDF format. In order to read these files you can download free [PDF reader software](#) from the Adobe Web site.

We have received a suggestion to create a national stock number (NSN) listing of remediation equipment for the purpose of cross referencing against our current reutilization inventory. Significant savings for DoD installations could be realized by reutilizing remediation equipment instead of purchasing new. If you have a list of remediation equipment that should be included, please [email](#) with the noun name, NSN,

The federal register interest page, the NEHLS lists, and the EMP data is all updated monthly. An Environmental Email is provided for generators to ask questions and provide comments. The email address is monitored by the DRMS-LHO Environmental Operations Chief.

## 2.c. DRMS Hazardous Waste Disposal Page

The hazardous waste disposal page includes current information for generators, DRMO Contracting Officer Representatives (CORs), and contractors. It includes generator billing information, the Menu of Services for generators to pick requirements for their next contract specific to their needs, the qualified facility and transporter listings, plus the link to ERS and the RCRA report.



DRMO CORs are required to review the Qualified Facility and Qualified Transporter listings to make sure HW is not handled by subcontractors that don't meet the terms and conditions of the contract.

#### 2.c.1. DRMS RCRA Report

The RCRA Report is accessible by DoD generators who are DRMS customers and can either be printed on the screen or sent via email to the requestor. All data in the RCRA report is based on DRMO BOSS PMF data entry. The RCRA report was modified in March 1999 to allow generators to query by month, for all data available in ERS.





## RCRA Reports

1. Enter the EPA ID of one Generator on the **RCRA Input Form** and click **Show Report**. The report header should then replace the form.
2. Wait for the report to finish, which may take between 1 minute and 2 hours depending on number of line items. After the estimated icon in the upper right corner of the browser window stops, use the report frame's scrollbar to verify that a **GRAND TOTAL** appears at the bottom.
3. Before printing, click in the report frame to make it active.
4. To print the report, click the **Print** icon at the top of your browser window. If you get these instructions printed instead of the report, go to step 3. Use the DRMS qualified facility/transporter listings for names and addresses associated with facility/transporter EPA ID numbers in the RCRA Report.
5. To get the report in a **tab delimited format**, suitable for import into a spreadsheet, enter the email address you wish it mailed to in the field provided. *Otherwise leave this field blank.*
6. To get the report for another Generator, click the **Back** arrow in the upper left corner of the browser window. The input form should then replace the report. Go to step 1.

---

### RCRA Input Form

Generator EPA ID:    Request Tab delimited file via email by providing valid email address.

Select the month and year for beginning and ending dates for your report.

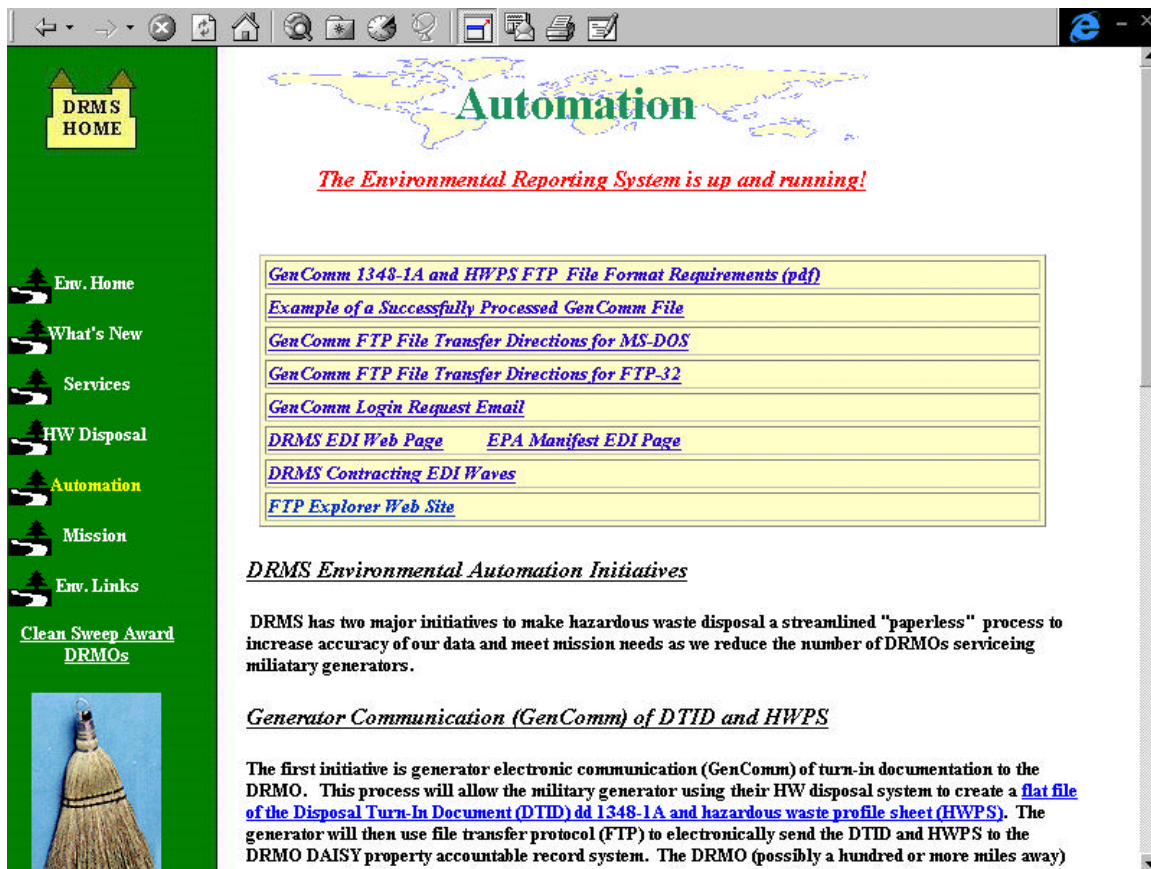
Beginning Month:  Beginning Year:  (format is 4 character, i.e. 1997)

Ending Month:  Ending Year:  (format is 4 character, i.e. 1998)

**NOTE:** After submitting this form, please wait for the report to finish, which may take between 1 minute and 2 hours depending on number of line items.

## 2.d. DRMS Environmental Automation Web Page

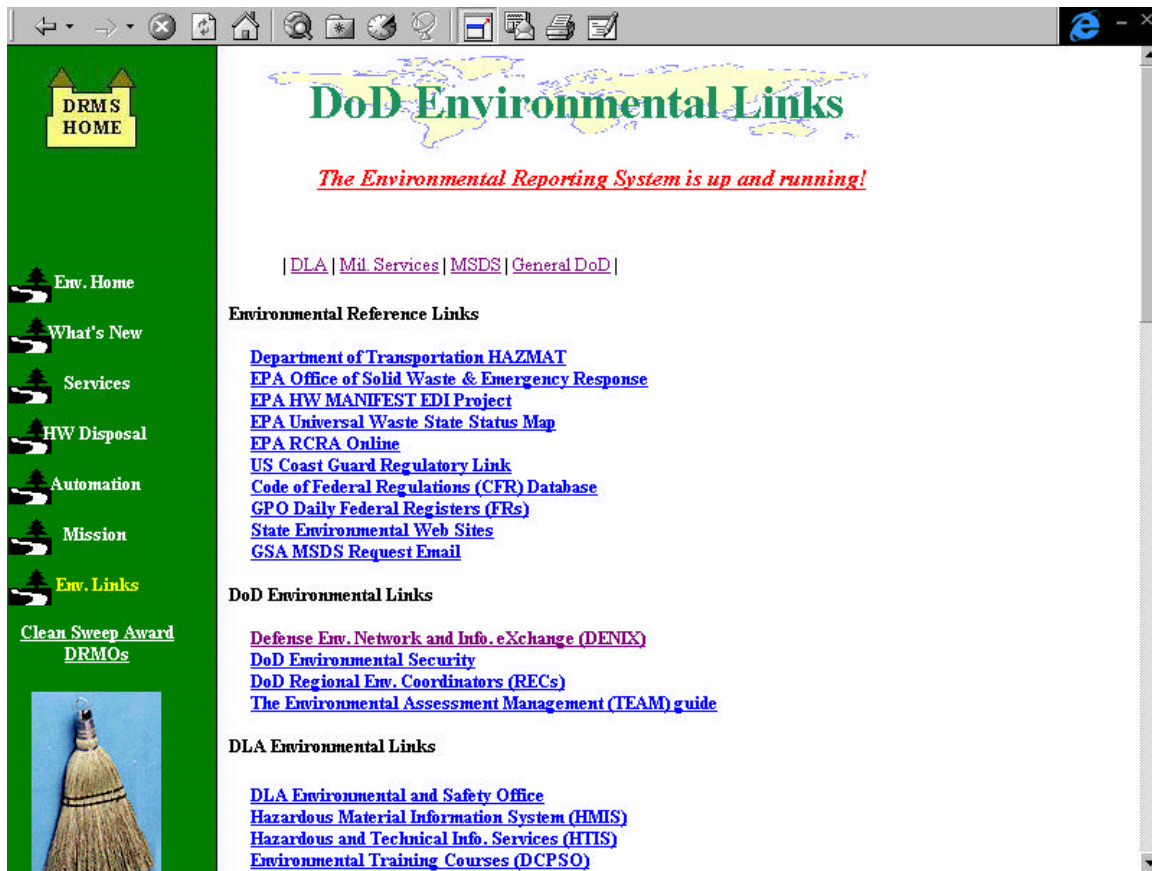
The Environmental Automation Page focuses on generator communication (GenComm) of the Disposal Turn-In Document (DTID or 1348-1A) and the hazardous waste profile sheet (HWPS) to DRMO DAISY plus Electronic Data Interchange (EDI) of the delivery order, audit trail information, and payment between HW BOSS and the contractor.



DRMOs need to provide generators their GenComm DAISY logins and use the SHIP Due In Report to take advantage of electronic turn-in. DRMOs need to be aware that how they input the BOSS HXH noun description and BOSS PMF data entry impacts EDI transactions.

## 2.5 DRMS Environmental DoD Links Page

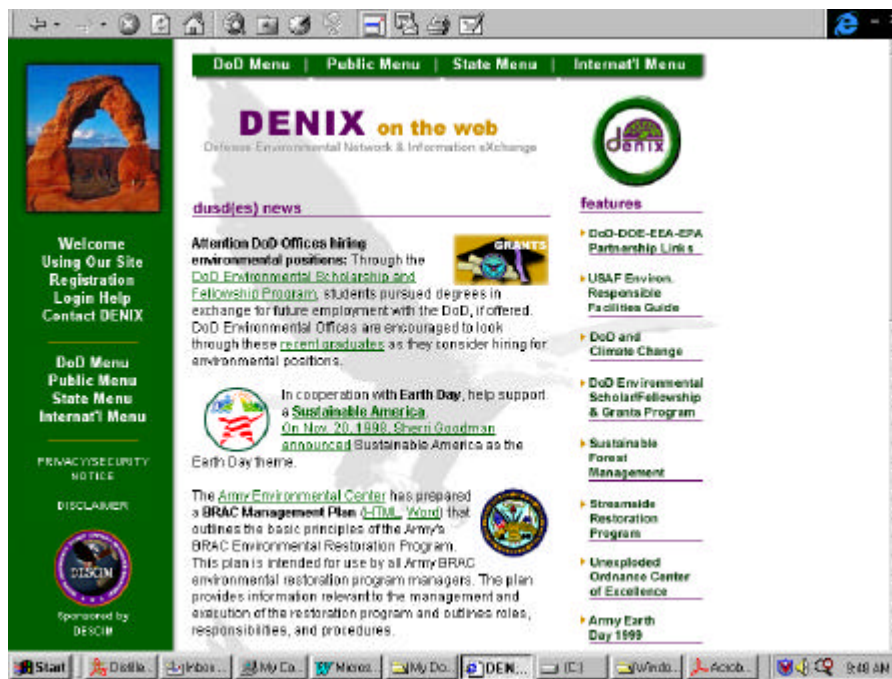
This page is intended to provide links to outside DRMS for support on Environmental issues. It is broken up into a regulatory section, a DoD section, a DLA section, a Military Services section, a MSDS section, and a general information section for links to pages of interest to all DRMS employees.



There are thousands of web pages with environmental information, the ones listed provide the backbone for finding out accurate and timely information needed by DRMS Environmental personnel. Requests to add additional links should be emailed (with the link provided in the body of the email) to [rsmith@drms.dla.mil](mailto:rsmith@drms.dla.mil). Major links are to HMIS, HTIS, DCTED (formerly DCPSO), EPA Office of Solid and Hazardous Waste, DoT HAZMAT, and the Defense Environmental Network and Information eXchange (DENIX).

#### 2.5.1 The Defense Environmental Network and Information eXchange (DENIX)

DENIX is the main source for environmental information related to the Department of Defense. DRMS Environmentalists are strongly encouraged to get a DENIX login and review the information available at the DoD web page.



Select the “Registration” link on the left hand side to register for DENIX. Within a couple of days you will get your login and password.



Do a “quick search” on your DRMO, see what your customers have to say.



DENIX has DoD wide licenses for most environmental publications, consider not



renewing your subscription and using the web!

DENIX has discussion groups on current topics of interest to DoD Environmentalists.





# Attachment 1

## Email Etiquette.

Use discretion when forwarding a long mail message to group addresses or distribution lists. It's preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the mail message. Example: WARNING: LONG MESSAGE

For some Frequently Asked Questions (FAQ) about email etiquette, you can refer to: <http://members.aol.com/emailfaq/emailfaq.html#3a>

### What Makes Email Different?

Electronic communication, because of its speed and broadcasting ability, is fundamentally different from paper-based communication. Because the turnaround time can be so fast, email is more conversational than traditional paper-based media. In a paper document, it is absolutely essential to make everything completely clear and unambiguous because your audience may not have a chance to ask for clarification. With email documents, your recipient can ask questions immediately. Email thus tends, like conversational speech, to be sloppier than communications on paper.

This is not always bad. It makes little sense to slave over a message for hours, making sure that your spelling is faultless, your words eloquent, and your grammar beyond reproach, if the point of the message is to tell your co-worker that you are ready to go to lunch.

However, your correspondent also won't have normal status cues such as dress, diction, or dialect, so may make assumptions based on your name, address, and - above all - facility with language. You need to be aware of when you can be sloppy and when you have to be meticulous.

Email also does not convey emotions nearly as well as face-to-face or even telephone conversations. It lacks vocal inflection, gestures, and a shared environment. Your correspondent may have difficulty telling if you are serious or kidding, happy or sad, frustrated or euphoric. Sarcasm is *particularly* dangerous to use in email.

Another difference between email and older media is that what the sender sees when composing a message might not look like what the reader sees. Your vocal cords make sound waves that are perceived basically the same by both your ears as your audience's. The paper that you write your love note on is the same paper that the object of your affection sees. But with email, the software and hardware that you use for composing, sending, storing, downloading, and reading may be completely different what your correspondent uses. Your message's visual qualities may be quite different by the time it gets to someone else's screen.

Thus your email compositions should be different from both your paper compositions and your speech. I wrote this document to show you how to tailor your message to this new medium. <http://www.webfoot.com/advice/email.top.html>

#### More Email Etiquette:

- ◆ Do not send documents or information of a sensitive nature via email.
- ◆ Know or anticipate who your audience is or will be.
- ◆ If you do not want your email forwarded, please note this at the beginning of your email.
- ◆ Include a clear and specific subject line.
- ◆ Edit any quoted text down to the minimum. If you are editing someone else's email, please make this known or if appropriate, include the original.
- ◆ Use care when forwarding email not authored by you. Depending on the subject matter, you may want to notify the original sender of your intent(s).
- ◆ Don't "**flame**" other writers. If somebody's message angers you, take a break before replying. You'll be glad you did. Once you do compose a reply, re-read it before sending. Email is not a good medium for hot debate.
- ◆ Read your own message at least three times before sending.
- ◆ When sending email, if in doubt, save the message overnight and reread it in the light of the dawn.
- ◆ Ponder how the recipient might react to the message.
- ◆ Check spelling and grammar.
- ◆ **DO NOT USE ALL UPPER CASE IN YOUR MESSAGES.** It looks like you are shouting and makes it harder to read quickly
- ◆ Use care when using exclamations or punctuation.
- ◆ Do not forward chain letters.
- ◆ Do not use e-mail for any illegal or unethical purpose.
- ◆ Do not rely on the privacy of e-mail. All activity on Government equipment is subject to monitoring.
- ◆ Subtlety and sarcasm can be dangerous because email lacks the **non-verbal component** of communication.
- ◆ **Emoticons** or smiley faces can be useful to try and convey feeling and sentiment in a message. Some of these can be quite creative.
- ◆ **Signature files** – many email programs allow to automatically append text to each message, which can serve as a signature or sign-off for each message. Use these judiciously. Keep them short. They become wearing after a while.

(<http://www.med.ucalgary.ca:8080/FamMedDept/ToppsTips/EmailEtiquette.htm>)

(<http://www.mibv.com/U EEG/index.htm>) To find out more email etiquette, one can go on the Internet and use a search engine such as Lycos, AltaVista, Yahoo or Hotbot to search for email etiquette.

Changes to the DRMS Web Site are done almost on a daily basis. DRMS utilizes the scroll bar on the DRMS Internal to advise our internal user of changes affecting the DRMS business. Changes affecting DRMS customers are posted in their appropriate areas. Some of these areas are Procurement, Environmental, RTD, Public Affairs, etc. DRMS webmasters and their content providers strive to provide accurate and up to date information. They also welcome input from you, their customer on how to improve the

service the DRMS Web Site provides. Suggestions and comments may be sent to [webmaster@drms.dla.mil](mailto:webmaster@drms.dla.mil).